

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**January 05, 2021  
Mayor and all Aldermen**

**7:30 p.m.  
Online Virtual Meeting  
Call +1 (872) 240-3212 and enter  
Access Code: 983-897-285  
when prompted**

1. Mayor Craig calls the meeting to order.
2. Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.
3. The Clerk calls the roll.

#### **CONSENT AGENDA (ITEMS)**

4. Mayor Craig advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

#### **Ratify and Confirm Phone Poll**

5. Request from the Health Department for approval to accept funds in the amount of \$9,726 from the NH COVID Equity Response Team for the COVID Community Support Program.

#### **Approve under supervision of the Department of Highways**

6. Pole Petitions:  
11-1708 (1) Lakeview Lane  
11-1710 (1) Tennyson Drive

### **Information to be Received and Filed**

7. Communication from Xfinity regarding programming changes and municipal emergency reporting procedures.

### **REFERRALS TO COMMITTEES**

#### **COMMITTEE ON FINANCE**

8. Resolution:

"Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Thousand Seven Hundred Twenty Six Dollars (\$9,726) for the FY2021 CIP 213521 COVID Equity Response Team."

### **REPORTS OF COMMITTEES**

#### **COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION**

9. Advising that the update on the Revolving Loan Fund has been accepted.  
*(Unanimous vote)*
10. Advising that the Finance Department reports:
  - Accounts receivable over 90 days
  - Aging report
  - Outstanding receivableshave been accepted.  
*(Unanimous vote)*
11. Recommending that the request to write off the second quarter receivables as presented be approved.  
*(Unanimous vote)*

12. Advising that the City's Monthly Financial Report (unaudited) for the first five months of fiscal year 2021, submitted by the Interim Finance Director, has been accepted.

*(Unanimous vote)*

13. Recommending that ordinance amendment:

“Amending Chapter 118: Vehicles for Hire, Section 118:39 Condition and Appearance of Vehicles of the Code of Ordinances of the City of Manchester.”

ought to pass and be ordained.

*(Unanimous vote with the exception of Alderman Hirschmann who voted nay)*

#### **COMMITTEE ON COMMUNITY IMPROVEMENT**

14. Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$9,726 for CIP 213521 COVID Equity Response Team be approved.

*(Unanimous vote via phone poll conducted on 12/17/2020)*

#### **COMMITTEE ON LANDS AND BUILDINGS**

15. Recommending that the request for an easement release, modification of reserved rights and a temporary grading easement for the development project at 170 Baker Street (Tax Map 734, Lot 1) be approved.

*(Unanimous vote)*

16. Advising that they have received and filed the offer to purchase the Wellington Hill Land.

*(Unanimous vote)*

**LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

## **REGULAR BUSINESS**

17. Nomination(s) to be presented by Mayor Craig, if available.

18. Confirmation(s) to be presented by Mayor Craig:

Building Board of Appeals

Jacob Pouliot to replace retired member Rich Roberts as a Structural Engineer, term to expire January 1, 2024

Office of Youth Services

Hassan Essa to succeed himself as a regular member, term to expire January 1, 2024

Canada Stewart to succeed herself as a regular member, term to expire January 1, 2024

Michael Worsley to succeed himself as a regular member, term to expire January 1, 2024

Manchester Arts Commission

Jozimar Matimano to move from an alternate to a regular member, term to expire December 1, 2023

Colin Pio to fill a vacancy as an alternate member, term to expire December 1, 2021

**Ladies and Gentlemen, what is your pleasure?**

19. Report(s) of the Committee on Community Improvement, if available.

**Ladies and Gentlemen, what is your pleasure?**

20. A motion is in order to recess the meeting to allow the Committee on Finance to meet.

21. Mayor Craig calls the meeting back to order.

22. Report(s) of the Committee on Finance, if available.

**Ladies and Gentlemen, what is your pleasure?**

23. Report(s) of the Committee on Human Resources/Insurance, if available.

**Ladies and Gentlemen, what is your pleasure?**



24. Report(s) of the Committee on Public Safety, Health and Traffic, if available.  
**Ladies and Gentlemen, what is your pleasure?**

25. Report(s) of the Special Committee on Alcohol, Other Drugs, and Youth Services, if available.  
**Ladies and Gentlemen, what is your pleasure?**

26. Resolution: **(A motion is in order to read by title only.)**

"Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Thousand Seven Hundred Twenty Six Dollars (\$9,726) for the FY2021 CIP 213521 COVID Equity Response Team."  
**If the Board so desires, a motion is in order that the resolution ought to pass and be enrolled.**

27. Ordinance Amendment: **(A motion is in order to read by title only.)**

"Amending Chapter 118: Vehicles for Hire, Section 118:39 Condition and Appearance of Vehicles of the Code of Ordinances of the City of Manchester."  
**This ordinance having had its final reading by title only, the question is on passing same to be ordained.**

28. **A motion is in order to recess the meeting to enter into non-public session pursuant to RSA 91-A:3 (II)(b) for the hiring of any person as a public employee.**

**A roll call vote is required.**

29. Mayor Craig calls the meeting back to order.

**NEW BUSINESS**

**ADJOURNMENT**

30. If there is no further business, a motion is in order to adjourn.

**2020-2021**  
**Board of Aldermen**

**Yeas and Nays**

**CIP/BMA PHONE POLL**

**Date: 12/17/2020**

**Action: Approve the acceptance of funds in  
the amount of \$9,726 for the COVID  
Community Support Program.**

Alderman	Yea	Nay	Absent	Pass
Ward 1 - Cavanaugh	X			
Ward 2 - Stewart	X			
Ward 3 - Long	X			
Ward 4 - Roy	X			
Ward 5 - Sapienza	X			
Ward 6 - Vacant				
At Large - O'Neil	X			
At Large - Levasseur	X			
Ward 7 - Terrio	X			
Ward 8 - Porter	X			
Ward 9 - Shaw	X			
Ward 10 - Barry	X			
Ward 11 - Gamache			X	
Ward 12 - Hirschmann	X			
<b>TOTAL:</b>	<b>12</b>		<b>1</b>	

**Anna J. Thomas, MPH**  
*Public Health Director*

**Philip J. Alexakos, MPH, REHS**  
*Chief Operations Officer*

**Jaime L. Hoebeke, MPH, MCHES**  
*Chief Strategy Officer*



**BOARD OF HEALTH**

*Reverend Richard D. Clegg*  
*Stephanie P. Hewitt, MSN, FNP-BC*  
*Ellen Tourigny, MEd*  
*Tanya A. Tupick, DO*

**CITY OF MANCHESTER**  
*Health Department*

**MEMORANDUM**

To: Alderman Kevin Cavanaugh  
Chairman, CIP Committee

From: Anna Thomas, MPH  
Director, Manchester Health Department

Date: December 16, 2020

Re: New Funding - COVID Equity Response Team for the COVID Community Support Program

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The Health Department has received new funding in the amount of \$9,726 from the COVID Equity Response Team for the COVID Community Support Program. These funds will be used as reimbursement to assist with some of our interpretation expenses from July to November due to COVID 19.

As such, we are requesting that a phone poll be conducted to approve and accept this additional funding. These funds need to be expensed by December 30<sup>th</sup>, 2020 or else they will need to be returned to the State.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Thank you.

## POLE LOCATION LICENSE

### POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_. It appearing that the public good requires it, it is hereby

### ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Consolidated Communications of Northern New England Company, LLC** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 3rd day of December, 2020.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Consolidated Communications of Northern New England Company, LLC**" No. 11-1708, dated 11/22/2020 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License one ( 1) pole(s), 258/6-1 located on LAKEVIEW LN in the City of Manchester.

Granted By Vote of Board of Mayor and  
Aldermen, subject to approval  
of Public Works Director or his designee,  
at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at Manchester and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service  
Company of New Hampshire, dba Eversource Energy and Consolidated Communications of Northern New England  
Company, LLC

ATTEST -----  
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

# POLE LOCATION PLAN

EVERSOURCE and

DATE

11/22/2020

LICENSE NO.

11-1708

MUNICIPALITY:

Manchester

STATE HWY. DIV. NO.

5

STREET / ROAD:

LAKEVIEW LN

STATE LICENSE NO.

PSNH OFFICE:

Hooksett

WORK REQUEST#

3494976

PSNH

Steven King

WORK FINANCIAL #

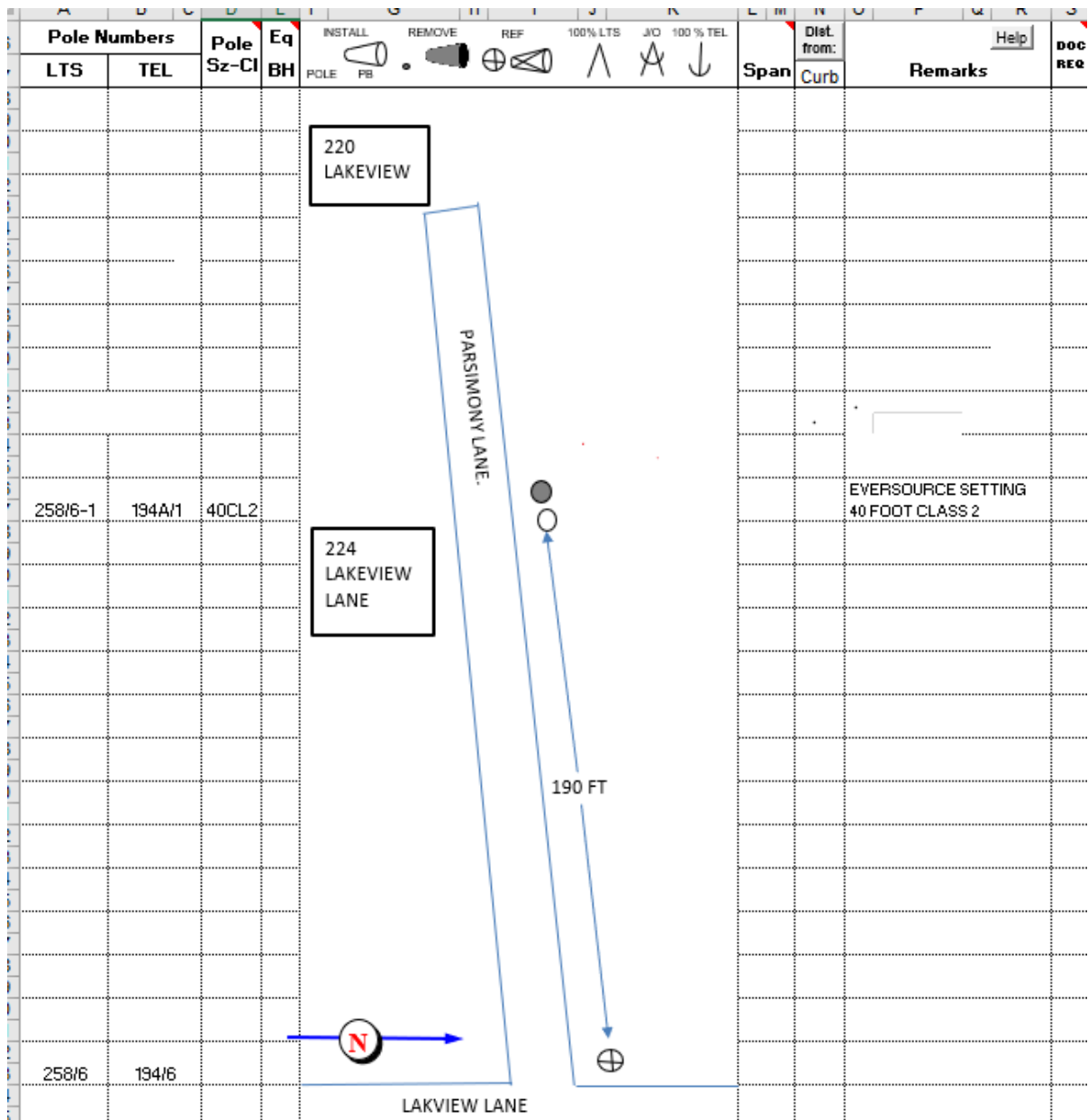
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ENGINEER:

TELCO PROJECT #

TELCO

ENGINEER:



## POLE LOCATION LICENSE

### POLE LOCATION FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_. It appearing that the public good requires it, it is hereby

### ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Consolidated Communications of Northern New England Company, LLC** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 4th day of December, 2020.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Consolidated Communications of Northern New England Company, LLC**" No. 11-1710, dated 11/24/2020 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License one ( 1) pole(s), 1408/8 located on TENNYSON DR in the City of Manchester.

Granted By Vote of Board of Mayor and  
Aldermen, subject to approval  
of Public Works Director or his designee,  
at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways

BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at Manchester and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service  
Company of New Hampshire, dba Eversource Energy and Consolidated Communications of Northern New England  
Company, LLC

ATTEST -----  
Matthew Normand, City Clerk



Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

# POLE LOCATION PLAN

EVERSOURCE and  
DATE

11/24/2020

LICENSE NO.

11-1710

MUNICIPALITY:

Manchester

STATE HWY. DIV. NO.

5

STREET / ROAD:

TENNYSON DR

STATE LICENSE NO.

PSNH OFFICE:

Hooksett

WORK REQUEST#

3495502

PSNH

Steven King

WORK FINANCIAL #

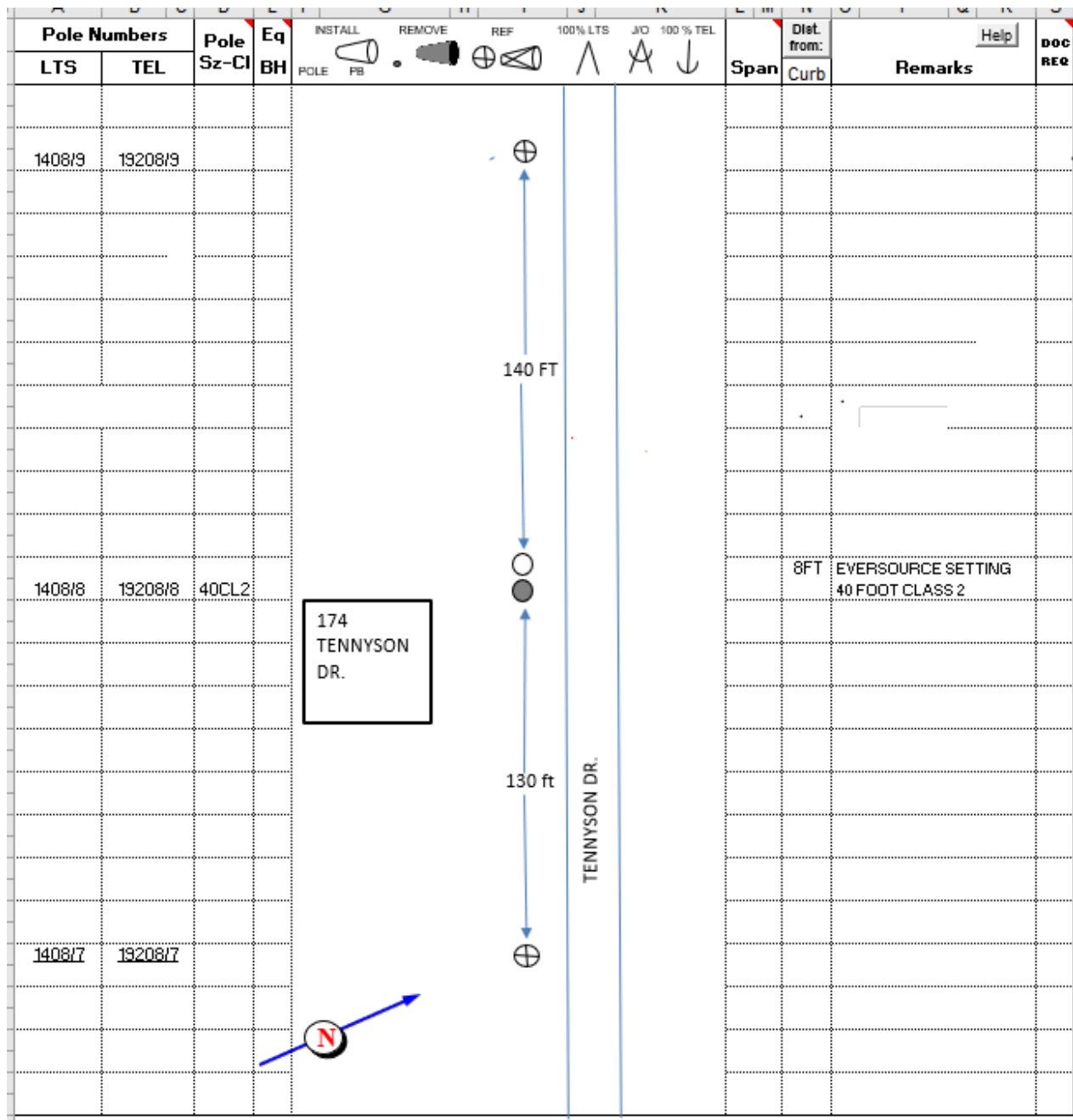
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ENGINEER:

TELCO PROJECT #

TELCO

ENGINEER:





December 16, 2020

Mr. Matt Normand  
City Clerk  
City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101

City Clerk's Office

DEC 28 2020

RECEIVED

**Re: Programming Changes & Municipal Emergency Reporting Procedures**

Dear Mr. Normand:

We are committed to keeping you and our customers informed about Xfinity TV services. Accordingly, please note the following which is being provided to customers via bill message:

*On December 8, 2020, the following channel changes occurred: Sportsman HD was added to More Sports & Entertainment; Discovery Life HD was added to Digital Preferred; Jewish Broadcasting Service (JBS) HD, CSPAN2 HD and CSPAN3 HD was added to Sports & News and Expanded Basic; EWTN HD was added to Kids & Family and Expanded Basic; and TBN HD was added to Limited Basic. Channels require HD Technology Fee and X1 TV or compatible customer owned device.*

Also, in our effort to better assist our municipal customers, attached are the emergency reporting procedures for certain outside plant and service problems. Please note the emergency reporting procedure information **IS NOT** for public dissemination

Should you have any questions please do not hesitate to contact me at [Bryan\\_Christiansen@cable.comcast.com](mailto:Bryan_Christiansen@cable.comcast.com).

Very truly yours,

*Bryan Christiansen*

Bryan Christiansen, Sr. Manager  
Government Affairs

V# 1

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Thousand Seven Hundred Twenty Six Dollars (\$9,726) for the FY 2021 CIP 213521 COVID Equity Response Team.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate STATE funding from the Governor’s Office for Emergency Relief and Recovery for COVID-19 interpretation expenses ;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

**By adding:**

FY 2021 CIP 213521 COVID Equity Response Team - \$9,726 STATE

Resolved, that this Resolution shall take effect upon its passage

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the update on the Revolving Loan Fund, has been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



*Sharon Y. Wickens  
Interim Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

December 4, 2020

Committee on Accounts, Enrollment & Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving and recovery loan accounts.

Respectfully submitted,

Sharon Y. Wickens  
Interim Finance Officer

Enc.

**REVOLVING & RECOVERY LOANS**  
12/4/2020

Loan #	Revolving Loan - City	Original Loan Date	Original Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$91,104.61	\$0.00	
2	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$26,297.39	\$0.00	
3	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$23,904.42	\$0.00	
4	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$12,703.35	\$0.00	
5	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$22,900.47	\$0.00	
				\$354,500.00	\$176,910.24	\$0.00	

**SUMMARY NOTES:**

Loans 1 & 2 - Status current and in good standing.  
Loans 3 & 4 - 30 days past due.  
Loan 5 - 60 days past due.

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
6	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$77,408.22	\$295.12	
7	Ancient Fire Mead & Cider	12/17/2017	12/15/2022	\$50,000.00	\$24,546.06	\$102.28	
8	To Share Brewing Company	6/28/2018	7/15/2023	\$40,000.00	\$25,044.30	\$130.44	
9	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$119,401.26	\$665.66	
10	Palace Theatre Trust	1/24/2019	10/1/2029	\$1,686,622.04	\$1,686,622.04	\$0.00	Interest calculated quarterly on outstanding principal amount due; per diem rate equal to 2% per annum
				\$2,526,622.04	\$1,933,021.88	\$1,193.50	

**SUMMARY NOTES:**

Loans 6 thru 10 - Status current and in good standing.

Loan #	Recovery Loans - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
11	JJD Central, LLC	7/23/2020	10/1/2023	\$15,000.00	\$14,190.05	\$23.65	
12	Manchester Acupuncture Studio	7/23/2020	10/1/2023	\$10,000.00	\$9,460.02	\$15.77	
13	Sawaya Enterprises, Inc	7/23/2020	7/15/2023	\$25,000.00	\$24,206.29	\$40.34	
				\$50,000.00	\$47,856.36	\$79.76	

**SUMMARY NOTES:**

Loans 11 thru 13 - Status current and in good standing.

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the Finance Department reports:

- Accounts receivable over 90 days
- Aging report
- Outstanding receivables

have been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hammond", with a stylized flourish at the end.

Clerk of Committee





*Sharon Y. Wickens  
Interim Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

December 4, 2020

Committee on Accounts, Enrollment & Revenue Administration  
c/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a list of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary outstanding receivables over 90 days totals \$840,258 out of \$2,316,241 billed. November's outstanding receivables totaled \$548,680 out of \$2,525,398 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Enc.

**Summary of Accounts Receivable Over 90 Days  
by Department - with Previous Month's Comparative**

Total Receivables Over 90 Days	Dept Code	12/4/2020		11/6/2020	
		Over 90 Days		Over 90 Days	
Airport	25	\$	317,942.22	\$	304,491.51
EPD	27	\$	40.00	\$	50.00
Parking Department	52	\$	22,066.29	\$	14,197.81
Total Enterprise Funds		\$	340,048.51	\$	318,739.32
Building Maintenance	21	\$	-	\$	4,285.99
Central Fleet Management	23	\$	1,272.05	\$	1,272.05
Fire Department	30	\$	232,744.05	\$	10,470.41
Health Department	41	\$	71,127.93	\$	71,127.93
Highway	50, 51	\$	112,343.67	\$	72,295.72
Parks & Recreation	65	\$	7.57	\$	7.57
Police Department	33,34,35,36	\$	74,031.93	\$	61,798.09
Welfare Department	60	\$	8,682.60	\$	8,682.60
Total General Fund		\$	500,209.80	\$	229,940.36
Grand Totals		\$	840,258.31	\$	548,679.68
<u>General Fund receivables over \$10,000 by customer</u>					
Liberty Utilities	34	\$	14,684.38	\$	-
DPW	34	\$	19,811.25	\$	-
FEMA	30	\$	222,230.14	\$	-
FEMA	41	\$	70,270.50	\$	70,270.50
FEMA	50	\$	39,884.50	\$	-
Liberty Utilities	50	\$	-	\$	11,290.13
Corcoran Environmental	50	\$	24,182.43	\$	24,182.43
State of NH	50	\$	32,208.96	\$	32,208.96
Totals		\$	423,272.16	\$	137,952.02
Total General Fund receivables over 90 days less over \$10,000		\$	76,937.64	\$	91,988.34
		<div> <div>Explanation of Charges</div> <div> <div>Police - Extra Detail</div> <div>Police - Extra Detail</div> <div>FEMA Reimbursement - In-process</div> <div>FEMA Reimbursement - In-process</div> <div>FEMA Reimbursement - In-process</div> <div>Landfill Lease Payments - Refer to Solicitor</div> <div>State of NH Grants - In-process</div> </div> </div>			

City of Manchester NH - Receivables  
Over 90 Days as of 12/04/2020

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
23	2507	MANCHESTER HOUSING AUTH	\$ 2,166.52	\$ 1,728.94	\$ -	\$ -	\$ -	\$ 437.58
23	17451	RYAN, MICHAEL	\$ 834.47	\$ -	\$ -	\$ -	\$ -	\$ 834.47
<b>23 - CENTRAL FLEET TOTALS</b>			<b>\$ 3,000.99</b>	<b>\$ 1,728.94</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,272.05</b>
25	3814	BAE SYSTEMS	\$ 180.00	\$ -	\$ -	\$ 45.00	\$ -	\$ 135.00
25	3651	DELTA AIRLINES INC	\$ 249,371.42	\$ 78,981.19	\$ 78,981.19	\$ 65,524.00	\$ 0.65	\$ 25,884.39
25	19517	DELTA GLOBAL SERVICES-D	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00
25	7519	DOT-FAATSA-AMZ-110	\$ 95,435.00	\$ 19,685.00	\$ -	\$ 19,685.00	\$ -	\$ 56,065.00
25	22188	DTG OPERATIONS, INC (TH	\$ 694.90	\$ -	\$ -	\$ -	\$ -	\$ 694.90
25	20658	ENDEAVOR AIR	\$ 3,201.51	\$ -	\$ -	\$ -	\$ -	\$ 3,201.51
25	5157	HMSHOST CORPORATION	\$ 57,054.07	\$ 9,654.51	\$ 6,058.99	\$ 6,351.00	\$ 0.82	\$ 34,988.75
25	5335	HUDSON - MANCHESTER, LL	\$ 27,671.79	\$ 8,130.09	\$ 7,348.60	\$ 10,322.00	\$ 0.02	\$ 1,871.08
25	31117	PAULY, DOUGLAS	\$ 270.00	\$ 135.00	\$ -	\$ -	\$ -	\$ 135.00
25	7154	PIEDMONT AIRLINES (AMER	\$ 30,810.27	\$ 1,093.31	\$ 7,121.54	\$ 13,145.00	\$ 0.60	\$ 9,449.82
25	10361	REPUBLIC AIRLINES	\$ 5,477.34	\$ -	\$ -	\$ 378.00	\$ 0.40	\$ 5,477.34
25	17931	SECURITYPOINT MEDIA, LL	\$ 1,892.00	\$ 378.40	\$ -	\$ -	\$ -	\$ 756.80
25	27195	SKYWEST	\$ 915.17	\$ -	\$ -	\$ -	\$ -	\$ 915.17
25	31474	SKYWEST DBA AMERICAN AI	\$ 62,428.59	\$ 16,321.20	\$ 15,913.17	\$ 12,648.00	\$ 0.93	\$ 17,545.29
25	4001	STATE GRANTS	\$ 250.99	\$ -	\$ -	\$ -	\$ -	\$ 250.99
25	24054	TSA/HSTS01-15-H-CKP049	\$ 23,253.10	\$ 4,894.07	\$ 4,894.07	\$ 8,492.00	\$ 0.97	\$ 4,971.99
25	4053	UNITED AIRLINES	\$ 351,169.03	\$ 65,203.28	\$ 65,203.28	\$ 65,203.00	\$ 0.28	\$ 155,559.19
<b>25 - AIRPORT TOTALS</b>			<b>\$ 910,115.18</b>	<b>\$ 204,476.05</b>	<b>\$ 185,899.24</b>	<b>\$ 201,793.00</b>	<b>\$ 4.67</b>	<b>\$ 317,942.22</b>
27	10064	SERVPRO OF MANCHESTER/D	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00
<b>27 - EPD TOTALS</b>			<b>\$ 40.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40.00</b>
30	28454	300 GAY ST ACQUISITION	\$ 636.75	\$ -	\$ -	\$ -	\$ -	\$ 636.75
30	16889	323 CONCORD STREET, LLC	\$ 139.06	\$ -	\$ -	\$ -	\$ -	\$ 139.06
30	30122	79 CARL DR. REALTY, LLC	\$ 1,644.30	\$ -	\$ -	\$ -	\$ -	\$ 1,644.30
30	33014	AGREE LIMITED PARTNERSH	\$ 282.15	\$ 4.05	\$ 4.05	\$ 4.00	\$ 0.05	\$ 270.00
30	32903	AT&T	\$ 106.00	\$ 1.50	\$ 1.50	\$ 1.00	\$ 0.50	\$ 101.50
30	30102	BT PROPERTY LLC	\$ 540.00	\$ -	\$ -	\$ -	\$ -	\$ 540.00
30	32930	CENTURY LINK	\$ 104.50	\$ -	\$ 1.50	\$ 1.00	\$ 0.50	\$ 101.50
30	30463	CROSSFIT NEW HAMPSHIRE	\$ 3.00	\$ -	\$ -	\$ 1.00	\$ 0.50	\$ 1.50
30	2748	CVS ASSET PROTECTION SV	\$ 1,620.00	\$ -	\$ -	\$ -	\$ -	\$ 1,620.00
30	8132-	FEMA	\$ 222,230.14	\$ -	\$ -	\$ -	\$ -	\$ 222,230.14
30	7901	FERNANDO HILARION	\$ 540.00	\$ -	\$ -	\$ -	\$ -	\$ 540.00
30	7966	HARVEY INDUSTRIES	\$ 564.30	\$ -	\$ -	\$ -	\$ -	\$ 564.30
30	22543	HILLTOP APARTMENTS LLC	\$ 6.00	\$ -	\$ -	\$ 3.00	\$ -	\$ 3.00
30	12818	JUNE SEVENTH LLC	\$ 1,080.00	\$ -	\$ -	\$ -	\$ -	\$ 1,080.00
30	30113	LEROCQUE, KRISTINE	\$ 270.00	\$ -	\$ -	\$ -	\$ -	\$ 270.00



City of Manchester NH - Receivables  
Over 90 Days as of 12/04/2020

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
30	27000	LRNCT LLC	\$ 2,352.00	\$ 31.50	\$ 31.50	\$ 31.00	\$ 0.50	\$ 2,257.50
30	17580	MAHMOTORIC, MUHAREM	\$ 540.00	\$ -	\$ -	\$ -	\$ -	\$ 540.00
30	32268	NOODZ	\$ 3.00	\$ -	\$ -	\$ 1.00	\$ 0.50	\$ 1.50
30	24769	SKY ZONE MANCHESTER	\$ 106.00	\$ 1.50	\$ 1.50	\$ 1.00	\$ 0.50	\$ 101.50
30	16677	SUNBELT RENTALS	\$ 104.50	\$ -	\$ 1.50	\$ 1.00	\$ 0.50	\$ 101.50
<b>30 - FIRE TOTALS</b>			<b>\$ 232,871.70</b>	<b>\$ 38.55</b>	<b>\$ 41.55</b>	<b>\$ 44.00</b>	<b>\$ 3.55</b>	<b>\$ 232,744.05</b>
33	21994	CELLULAR FREEDOM, INC	\$ 23.28	\$ 1.32	\$ 0.32	\$ -	\$ 0.32	\$ 21.32
33	24764	EZ APPLE REPAIRS PAWN L	\$ 1.36	\$ -	\$ -	\$ -	\$ -	\$ 1.36
33	8132	FEMA	\$ 44,702.62	\$ -	\$ 6,099.69	\$ 34,127.00	\$ 0.93	\$ 4,475.00
33	19086	GOOD STILL	\$ 736.86	\$ 9.58	\$ 9.58	\$ 9.00	\$ 0.58	\$ 708.12
33	2521	MANCHESTER POLICE DEPT	\$ 16,166.49	\$ 5,340.87	\$ 7,654.44	\$ -	\$ -	\$ 3,171.18
33	19034	MICKEYS BUY & SELL	\$ 525.42	\$ -	\$ -	\$ -	\$ -	\$ 525.42
33	19186	US GOLD & DIAMOND EXCHA	\$ 842.86	\$ 254.66	\$ 107.36	\$ 220.00	\$ 0.74	\$ 260.10
34	11508	APPLE THERAPY SERVICES	\$ 238.00	\$ -	\$ -	\$ -	\$ -	\$ 238.00
34	32754	ATLANTIC PAVING	\$ 4,075.75	\$ -	\$ -	\$ -	\$ -	\$ 4,075.75
34	30650	CONSOLIDATED COMMUNICAT	\$ 2,728.45	\$ 2,398.50	\$ -	\$ -	\$ -	\$ 329.95
34	29314	DUBOIS TREE	\$ 607.00	\$ 369.00	\$ -	\$ -	\$ -	\$ 238.00
34	10987	ERNIE'S EXCAVATION	\$ 7,377.46	\$ 3,397.88	\$ 1,537.51	\$ 1,183.00	\$ 0.88	\$ 1,258.19
34	30011	EXCALIBER MANAGEMENT SE	\$ 551.00	\$ -	\$ -	\$ -	\$ -	\$ 551.00
34	25101	FIRE & ICE	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	32878	FRIENDS OF ANDREW YANG	\$ 476.00	\$ -	\$ -	\$ -	\$ -	\$ 476.00
34	32541	KNIGHTS EXCAVATION	\$ 855.50	\$ -	\$ -	\$ -	\$ -	\$ 855.50
34	18609	LIBERTY UTILITIES, INC	\$ 50,262.14	\$ 27,721.13	\$ 4,981.50	\$ 2,875.00	\$ 0.13	\$ 14,684.38
34	3040	MALL OF NEW HAMPSHIRE	\$ 730.00	\$ 492.00	\$ -	\$ -	\$ -	\$ 238.00
34	2539	MANCHESTER HIGHWAY DEPT	\$ 72,901.13	\$ 12,361.50	\$ 18,142.50	\$ 22,585.00	\$ 0.88	\$ 19,811.25
34	32934	MANCHESTER KIDNEY CENTE	\$ 2,142.00	\$ -	\$ -	\$ -	\$ -	\$ 2,142.00
34	5647	MCGARVEYS SALOON	\$ 258.00	\$ -	\$ -	\$ -	\$ -	\$ 258.00
34	23905	MEARS CONSTRUCTION	\$ 952.00	\$ -	\$ -	\$ -	\$ -	\$ 952.00
34	17616	NBC NEWS	\$ 7,140.00	\$ -	\$ -	\$ -	\$ -	\$ 7,140.00
34	2213	OUR LADY OF CEDARS CHUR	\$ 297.50	\$ -	\$ -	\$ -	\$ -	\$ 297.50
34	7907	PLANNED PARENTHOOD	\$ 357.00	\$ -	\$ -	\$ -	\$ -	\$ 357.00
34	64	SCHOOL ADMINISTRATIVE U	\$ 477.20	\$ 239.20	\$ -	\$ -	\$ -	\$ 238.00
34	23700	SIEMENS	\$ 476.00	\$ -	\$ -	\$ -	\$ -	\$ 476.00
34	9601	SIGN GALLERY	\$ 327.25	\$ -	\$ -	\$ -	\$ -	\$ 327.25
34	32889	SIRIUS XM	\$ 1,071.00	\$ -	\$ -	\$ -	\$ -	\$ 1,071.00
34	15338	TD BANK	\$ 4,704.75	\$ -	\$ 1,168.50	\$ 1,414.00	\$ 0.50	\$ 2,121.75
34	26740	TWIN STATE UTILITIES	\$ 638.00	\$ -	\$ -	\$ -	\$ -	\$ 638.00
34	28240	USA MECHANICAL	\$ 448.24	\$ -	\$ -	\$ -	\$ -	\$ 448.24

City of Manchester NH - Receivables  
Over 90 Days as of 12/04/2020

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
34	29057	VERACITY CONSTRUCTION	\$ 1,489.82	\$ 3.94	\$ 3.94	\$ 3.00	\$ 0.94	\$ 1,478.00
34	21120	VIKING EXCAVATION	\$ 667.00	-	-	-	-	\$ 667.00
34	10381	WALMART	\$ 6,211.00	4,965.00	246.00	-	-	\$ 1,000.00
34	24304	WHISKEY'S 20	\$ 1,290.00	-	-	-	-	\$ 1,290.00
34	3165	WMUR	\$ 3,504.25	2,552.25	-	-	-	\$ 952.00
35	32548	AAA	\$ 11.05	0.15	0.15	-	0.15	\$ 10.60
35	30778	BELLANTI, MICHAEL	\$ 13.60	0.15	0.15	-	0.15	\$ 13.15
35	17349	BOYLE, SHAUGHNESSY & CA	\$ 0.15	-	-	-	-	\$ 0.15
35	31021	CLAIMS MANAGEMENT RESOU	\$ 0.15	-	-	-	-	\$ 0.15
35	16984	GEICO BF/NJ CLAIMS	\$ 11.50	0.15	0.15	-	0.15	\$ 11.05
35	20156	INJURY LAW CENTER	\$ 0.45	-	-	-	-	\$ 0.45
<b>33, 34, 35, &amp; 36 - POLICE TOTALS</b>			<b>\$ 236,513.35</b>	<b>\$ 60,107.28</b>	<b>\$ 39,951.79</b>	<b>\$ 62,416.00</b>	<b>\$ 6.35</b>	<b>\$ 74,031.93</b>
41	8132	FEMA	\$ 70,270.50	-	-	-	-	\$ 70,270.50
41	35	MANCHESTER HEALTH DEPT	\$ 530.00	-	-	-	-	\$ 530.00
41	33077	NETWORK4HEALTH	\$ 1,269.87	-	-	942.00	0.44	\$ 327.43
<b>41 - HEALTH TOTALS</b>			<b>\$ 72,070.37</b>	<b>-</b>	<b>-</b>	<b>\$ 942.00</b>	<b>\$ 0.44</b>	<b>\$ 71,127.93</b>
50	8018	AHRENT, JEFFREY	\$ 269.38	-	-	-	-	\$ 269.38
50	32661	ANNIELYS, SEDA	\$ 34.25	-	-	-	-	\$ 34.25
50	32051	ASPROGIANNIS, STYLIANOS	\$ 82.04	-	-	-	-	\$ 82.04
50	32987	AVELLA, MICHAEL	\$ 18.03	0.26	0.26	-	0.26	\$ 17.25
50	32988	BALDIZAN, FRANK	\$ 337.50	-	-	-	-	\$ 337.50
50	32989	BASHIR, REFAAT	\$ 82.29	1.18	1.18	1.00	0.18	\$ 78.75
50	32206	BASSETT, SHANNA	\$ 277.97	-	-	-	-	\$ 277.97
50	3321	BEAULIEU LINDQUIST REAL	\$ 1.57	-	-	-	-	\$ 1.57
50	32489	BEDDINGTON, LINDA	\$ 29.26	-	-	-	-	\$ 29.26
50	32376	BELMAIN, AMBER	\$ 8.74	-	-	-	-	\$ 8.74
50	32123	BRACCIO, ZENANDRE S.	\$ 193.84	-	-	-	-	\$ 193.84
50	32585	BROWN, JEREMY	\$ 12.54	-	-	-	-	\$ 12.54
50	31636	BUZZELL, JAMES	\$ 86.14	-	-	-	-	\$ 86.14
50	32642	CABALLERY CONSTRUCTION	\$ 53.81	-	-	-	-	\$ 53.81
50	30199	CASANO, ANTHONY	\$ 115.64	-	-	-	-	\$ 115.64
50	32868	CHENEVERT, PATTI	\$ 80.00	-	-	-	-	\$ 80.00
50	32979	CHRISTENSEN, CARL	\$ 29.01	0.42	0.42	-	0.42	\$ 27.75
50	32286	COLON, JOSE	\$ 69.27	-	-	-	-	\$ 69.27
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	-	-	-	-	\$ 24,182.43
50	32757	CORCORAN, JEFFREY	\$ 27.75	-	-	-	-	\$ 27.75
50	31952	CUMMINGS, STEPHEN	\$ 73.16	-	-	-	-	\$ 73.16
50	32758	CYR, SYNDEE	\$ 55.00	-	-	-	-	\$ 55.00



City of Manchester NH - Receivables  
Over 90 Days as of 12/04/2020

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	11068	DEBRIS DOCTORS, LLC	\$ 3.29	-	\$ -	\$ -	\$ -	\$ 3.29
50	33023	DELISLE, VIVIAN	\$ 55.00	-	\$ -	\$ -	\$ -	\$ 55.00
50	33007	DENIS, NICOLE	\$ 18.03	0.26	\$ 0.26	\$ -	\$ 0.26	\$ 17.25
50	31953	DESJARLAIS, STEPHEN	\$ 51.22	-	\$ -	\$ -	\$ -	\$ 51.22
50	28282	DICAMPO, MARK C.	\$ 7.62	-	\$ -	\$ -	\$ -	\$ 7.62
50	32669	DONOVAN, ADAM	\$ 0.15	-	\$ -	\$ -	\$ -	\$ 0.15
50	28287	DOUGLAS, THOMAS	\$ 18.60	-	\$ -	\$ -	\$ -	\$ 18.60
50	32536	DROUIN, JOHN	\$ 141.10	-	\$ -	\$ -	\$ -	\$ 141.10
50	7031	DUPONT, PIERRE	\$ 17.84	17.50	\$ -	\$ -	\$ -	\$ 0.34
50	30213	DUTCH, JEFFREY	\$ 43.10	-	\$ -	\$ -	\$ -	\$ 43.10
50	217	EASTER SEALS NH INC	\$ 97.89	42.82	\$ 0.82	\$ -	\$ -	\$ 54.25
50	32980	EASTMAN, CASSANDRA	\$ 23.24	0.33	\$ 0.33	\$ -	\$ 0.33	\$ 22.25
50	31144	EAVES, JOSHUA	\$ 44.20	-	\$ -	\$ -	\$ -	\$ 44.20
50	32524	EVERGREEN MANAGEMENT GR	\$ 395.15	199.50	\$ 194.25	\$ -	\$ -	\$ 1.40
50	3127	EVERSOURCE	\$ 144.11	124.25	\$ -	\$ -	\$ -	\$ 19.86
50	8132	FEMA	\$ 39,884.50	-	\$ -	\$ -	\$ -	\$ 39,884.50
50	28837	FITZGERALD, RYAN	\$ 62.08	-	\$ -	\$ -	\$ -	\$ 62.08
50	33021	FOURNIER, NOAH	\$ 129.26	1.88	\$ 1.88	\$ -	\$ -	\$ 125.50
50	32675	FREEMAN, JOE	\$ 109.95	-	\$ -	\$ -	\$ -	\$ 109.95
50	32192	FURMAN, DAVID	\$ 82.29	-	\$ -	\$ -	\$ -	\$ 82.29
50	32348	GADSBY, DAVID	\$ 64.90	-	\$ -	\$ -	\$ -	\$ 64.90
50	32935	GAGNON, JAMES	\$ 40.82	0.58	\$ 0.58	\$ -	\$ 0.58	\$ 39.08
50	31599	GAUDET, SCOTT J.	\$ 66.65	-	\$ -	\$ -	\$ -	\$ 66.65
50	31031	GAW, ADAM K.	\$ 192.74	-	\$ -	\$ -	\$ -	\$ 192.74
50	29447	GIBNEY, JOSEPH	\$ 42.30	-	\$ -	\$ -	\$ -	\$ 42.30
50	27612	GILES, JOSHUA	\$ 374.39	-	\$ -	\$ -	\$ -	\$ 374.39
50	31954	GINGRAS, ROBERTA	\$ 194.50	-	\$ -	\$ -	\$ -	\$ 194.50
50	3148	HANOVER HILL SIDING	\$ 451.89	451.50	\$ -	\$ -	\$ -	\$ 0.39
50	30200	HANSON, MICHAEL THOMAS	\$ 44.22	-	\$ -	\$ -	\$ -	\$ 44.22
50	31053	HENDRICKS, JAMES	\$ 16.84	-	\$ -	\$ -	\$ -	\$ 16.84
50	25408	HERRON, DUSTIN	\$ 26.58	-	\$ -	\$ -	\$ -	\$ 26.58
50	31533	HILARY, HENRY	\$ 23.42	-	\$ -	\$ -	\$ -	\$ 23.42
50	32370	HINSE, BRYAN	\$ 219.90	-	\$ -	\$ -	\$ -	\$ 219.90
50	11438	HOOKSETT PAVING CO	\$ 12.25	-	\$ -	\$ -	\$ -	\$ 12.25
50	32936	IRWIN, MICHAEL	\$ 14.84	0.21	\$ 0.21	\$ -	\$ 0.21	\$ 14.21
50	32516	JACOME, AUGUSTUS	\$ 75.15	-	\$ -	\$ -	\$ -	\$ 75.15
50	32983	JENSEN, AMY	\$ 39.96	0.57	\$ 0.57	\$ -	\$ 0.57	\$ 38.25
50	32676	KARGBO, ALHAJI	\$ 64.90	-	\$ -	\$ -	\$ -	\$ 64.90

City of Manchester NH - Receivables  
Over 90 Days as of 12/04/2020

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	32255	KHAN, CHOUDHARY	\$ 1.58	\$ -	\$ -	\$ -	\$ -	\$ 1.58
50	32256	KRAUS, CARL	\$ 47.54	\$ -	\$ -	\$ -	\$ -	\$ 47.54
50	32666	LABRECQUE, PAUL	\$ 43.26	\$ -	\$ -	\$ -	\$ -	\$ 43.26
50	32505	LANDRY, BRANDON	\$ 26.72	\$ -	\$ -	\$ -	\$ -	\$ 26.72
50	32945	LANOIE, JON	\$ 27.81	\$ 0.39	\$ 0.39	\$ -	\$ 0.39	\$ 26.64
50	32482	LECLERC, LELAND	\$ 39.80	\$ -	\$ -	\$ -	\$ -	\$ 39.80
50	31052	LEMONS, KEVIN	\$ 71.10	\$ -	\$ -	\$ -	\$ -	\$ 71.10
50	18609	LIBERTY UTILITIES, INC	\$ 40,941.26	\$ 35,641.64	\$ 105.75	\$ 3,507.00	\$ 0.54	\$ 1,686.33
50	17579	LODI TRUST	\$ 56.83	\$ -	\$ -	\$ -	\$ -	\$ 56.83
50	32483	LOGIACCCO, FRANCESCO	\$ 13.33	\$ -	\$ -	\$ -	\$ -	\$ 13.33
50	24278	LOGICO PROPERTIES, LLC	\$ 153.43	\$ 152.25	\$ -	\$ -	\$ -	\$ 1.18
50	28432	LUCERO, JEFFREY	\$ 61.16	\$ -	\$ -	\$ -	\$ -	\$ 61.16
50	32283	MACDONALD, STANLEY	\$ 304.45	\$ 3.73	\$ 3.73	\$ 3.00	\$ 0.73	\$ 293.26
50	2545	MANCHESTER FACILITIES D	\$ 254.00	\$ -	\$ -	\$ -	\$ -	\$ 254.00
50	11485	MANCHESTER PARKING DIVI	\$ 664.67	\$ -	\$ -	\$ -	\$ -	\$ 664.67
50	2572	MANCHESTER TRANSIT AUTH	\$ 425.12	\$ -	\$ -	\$ -	\$ -	\$ 425.12
50	2557	MANCHESTER WATER WORKS	\$ 162,146.67	\$ 148,875.47	\$ 9,961.37	\$ 200.00	\$ -	\$ 3,109.83
50	32522	MAROTTO, DAVID	\$ 103.35	\$ -	\$ -	\$ -	\$ -	\$ 103.35
50	32778	MARSH, KELLY	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00
50	32385	MARTINEZ, CHRISTINE	\$ 85.01	\$ -	\$ -	\$ -	\$ -	\$ 85.01
50	21532	MCCORMACK, BRYAN	\$ 227.56	\$ -	\$ -	\$ -	\$ -	\$ 227.56
50	8659	MCLAURIN ENTERPRISE	\$ 1,500.23	\$ 538.75	\$ 929.19	\$ -	\$ -	\$ 32.29
50	16490	METROPOLIS PROPERTY MAN	\$ 975.77	\$ 974.75	\$ -	\$ -	\$ -	\$ 1.02
50	21692	MILL CITY ENERGY MICHAEL	\$ 27.63	\$ 24.50	\$ -	\$ -	\$ -	\$ 3.13
50	31641	MILTNER, ERIC	\$ 27.40	\$ -	\$ -	\$ -	\$ -	\$ 27.40
50	32960	MOORE, BRUCE	\$ 48.22	\$ 0.68	\$ 0.68	\$ -	\$ 0.68	\$ 46.18
50	32759	PANTALONE, SAMANTHA	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
50	11819	PETERSON, JAMES	\$ 108.54	\$ -	\$ -	\$ -	\$ -	\$ 108.54
50	30072	PIERSON, JASON	\$ 48.44	\$ -	\$ -	\$ -	\$ -	\$ 48.44
50	29310	POLTACK, GARRETT	\$ 98.00	\$ -	\$ -	\$ -	\$ -	\$ 98.00
50	31767	PRUSUTAM, NEPAL	\$ 119.26	\$ -	\$ -	\$ -	\$ -	\$ 119.26
50	33022	RAFAT, KAREEM	\$ 12.36	\$ 0.18	\$ 0.18	\$ -	\$ -	\$ 12.00
50	30809	RAYMOND, JAMES	\$ 61.88	\$ -	\$ -	\$ -	\$ -	\$ 61.88
50	32269	ROBICHAUD, DENNIS	\$ 115.46	\$ -	\$ -	\$ -	\$ -	\$ 115.46
50	31187	ROBINSON, JOSHUA	\$ 151.79	\$ -	\$ -	\$ -	\$ -	\$ 151.79
50	32411	ROCKWELL, DANA	\$ 0.36	\$ -	\$ -	\$ -	\$ -	\$ 0.36
50	7617	RONDEAU DEVELOPMENT, LL	\$ 149.70	\$ 2.09	\$ 2.09	\$ -	\$ -	\$ 145.52
50	25009	ROTO-ROOTER OF NH	\$ 230.51	\$ 203.00	\$ -	\$ 26.00	\$ 0.25	\$ 1.26



City of Manchester NH - Receivables  
Over 90 Days as of 12/04/2020

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	32908	RUIZ, JORGE	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ 180.00
50	31009	SAFARI CONSTRUCTION MGM	\$ 5.25	\$ -	\$ -	\$ -	\$ -	\$ 5.25
50	32911	SALAMANCA, JESUS	\$ 166.25	\$ -	\$ -	\$ -	\$ -	\$ 166.25
50	32997	SAMPLE, JOSEPH R.	\$ 136.06	\$ 1.52	\$ 1.52	\$ 1.00	\$ 0.52	\$ 131.50
50	29629	SANDBURY, NATHAN	\$ 246.20	\$ -	\$ -	\$ -	\$ -	\$ 246.20
50	29448	SCHUNEMANN, DAVID	\$ 92.55	\$ -	\$ -	\$ -	\$ -	\$ 92.55
50	32478	SCI EXCAVATING LLC.	\$ 1,176.98	\$ 16.71	\$ 16.71	\$ 16.00	\$ 0.71	\$ 1,126.85
50	32401	SEGLAH, CLEMENCE	\$ 1.16	\$ -	\$ -	\$ -	\$ -	\$ 1.16
50	32909	SHABAKA, SHERIF	\$ 77.00	\$ -	\$ -	\$ -	\$ -	\$ 77.00
50	32962	SHEGANI, ALBI	\$ 27.81	\$ 0.39	\$ 0.39	\$ -	\$ 0.39	\$ 26.64
50	32741	SILVENT, JOHN	\$ 70.85	\$ -	\$ -	\$ -	\$ -	\$ 70.85
50	10601	SOGA COMPANIES	\$ 509.09	\$ 277.70	\$ 132.70	\$ -	\$ -	\$ 98.69
50	8277	ST CYR, JOSEPH	\$ 18.58	\$ 14.00	\$ 1.76	\$ -	\$ -	\$ 2.82
50	6633	ST PETERS HOME	\$ 586.00	\$ 50.75	\$ 339.50	\$ -	\$ -	\$ 195.75
50	4091	STATE OF NEW HAMPSHIRE	\$ 424,132.27	\$ 391,923.31	\$ -	\$ -	\$ -	\$ 32,208.96
50	8041	SYKES, WILLIAM	\$ 0.25	\$ -	\$ -	\$ -	\$ -	\$ 0.25
50	32746	TIERNEY, DOUGLAS	\$ 35.27	\$ -	\$ -	\$ -	\$ -	\$ 35.27
50	31855	TOSADO-NIEVES, PABLO	\$ 107.25	\$ -	\$ -	\$ -	\$ -	\$ 107.25
50	32480	TURSKI, TODD	\$ 97.91	\$ 1.28	\$ 1.28	\$ 1.00	\$ 0.28	\$ 94.07
50	29627	TWIN STATE PROP. MAINT	\$ 166.16	\$ -	\$ -	\$ -	\$ -	\$ 166.16
50	32570	WEARE, DAVID	\$ 0.26	\$ -	\$ -	\$ -	\$ -	\$ 0.26
50	28289	WHITEMAN, LACY	\$ 6.44	\$ -	\$ -	\$ -	\$ -	\$ 6.44
50	28777	WORSLEY, MICHAEL K	\$ 9.64	\$ -	\$ -	\$ -	\$ -	\$ 9.64
50	31030	YOUNG, DAVID	\$ 34.18	\$ -	\$ -	\$ -	\$ -	\$ 34.18
50	27869	YOUNG, NOAH C	\$ 230.70	\$ -	\$ -	\$ -	\$ -	\$ 230.70
50	32947	ZENANDRE, BRACCIO	\$ 170.68	\$ 2.42	\$ 2.42	\$ 2.00	\$ 0.42	\$ 163.42
50	32407	ZLOTRG, ALDIN	\$ 197.75	\$ -	\$ -	\$ -	\$ -	\$ 197.75
51	32509	CCMSI	\$ 3.35	\$ -	\$ -	\$ -	\$ -	\$ 3.35
<b>50 &amp; 51 - HIGHWAY TOTALS</b>			<b>\$ 707,355.58</b>	<b>\$ 579,546.77</b>	<b>\$ 11,700.42</b>	<b>\$ 3,757.00</b>	<b>\$ 7.72</b>	<b>\$ 112,343.67</b>
52	26464	ANDERSON, MELISSA	\$ 120.90	\$ -	\$ -	\$ -	\$ -	\$ 120.90
52	31834	ANDREW, CLAUS J.	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	27681	BENOIT, JESSICA	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	15146	BERGERON, ROLAND	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	29008	BLUER, JOSHUA	\$ 111.66	\$ -	\$ -	\$ -	\$ -	\$ 111.66
52	29663	BRASWELL, LAKEISHA	\$ 110.63	\$ -	\$ -	\$ -	\$ -	\$ 110.63
52	31542	BYRNE, KAREN	\$ 113.32	\$ -	\$ -	\$ -	\$ -	\$ 113.32
52	25382	CALIFARNO, SHARON	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	16680	CAVANAUGH, TIFFANY	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00



City of Manchester NH - Receivables  
Over 90 Days as of 12/04/2020

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	23588	CONSTANT, RYAN	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00
52	25480	COPY EXPRESS	\$ 2,210.00	\$ 850.00	\$ 425.00	\$ 850.00	\$ -	\$ 85.00
52	12388	COZZENS, MARY	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	27683	CROWLEY, BRIAN	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	29721	CRUZ, ZAMAIRA	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	31099	CURTIS, RICKY	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	32517	DANDI PRODUCTS	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	27905	DEFABIO, DEBRA	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	31157	DEKORNE, CATHERINE	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	30960	DIETER, DAVID	\$ 121.80	\$ -	\$ -	\$ -	\$ -	\$ 121.80
52	27343	EMERSON, SAMANTHA	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	32969	FARGO, MICHAEL	\$ 223.32	\$ 1.66	\$ 55.83	\$ 110.00	\$ 0.83	\$ 55.00
52	8132	FEMA	\$ 417.96	\$ -	\$ -	\$ -	\$ -	\$ 417.96
52	26745	FORREST TIMOTHY	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00
52	32561	GAINOR, EDWARD	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00
52	32248	GALGANO, MICHAEL	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	25506	GARNEAU, MARK	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	20842	GRICE, THOMAS	\$ 113.32	\$ -	\$ -	\$ -	\$ -	\$ 113.32
52	13921	JANELLE, PETER	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	29554	JEBUR, DIYAR	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	31900	JOHNSON, ERIN N.	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	31169	JOHNSON, JASON	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	6384	JOHNSON, KAREN	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	30187	KEANE, EMILY	\$ 114.15	\$ -	\$ -	\$ -	\$ -	\$ 114.15
52	29525	KELLY, EDWARD	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	26312	LAUNCH ANGELS MANGEMENT	\$ 8,605.00	\$ 510.00	\$ 20.00	\$ -	\$ -	\$ 8,075.00
52	32249	LLAMA, FRANK III	\$ 111.66	\$ -	\$ -	\$ -	\$ -	\$ 111.66
52	29557	LORENA'S CANTINA	\$ 113.30	\$ -	\$ -	\$ -	\$ -	\$ 113.30
52	27481	LOURES, SAMANTHA	\$ 56.66	\$ -	\$ -	\$ -	\$ -	\$ 56.66
52	32787	MACLAUGHLIN, VICTORIA	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	32761	MADHUMITHA, GOKA	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	31989	MARTIN, MIRANDA	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	32287	MCCARTHY, JAMES	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	28527	MCKENZIE, BRANDON	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	30420	MCKINNEY, MONICA	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00

City of Manchester NH - Receivables  
Over 90 Days as of 12/04/2020

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	18259	MIDTOWN CAFE LLC.	\$ 105.67	\$ 60.00	\$ -	\$ -	\$ -	\$ 45.67
52	32764	MILLER, LEE	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	28520	MONTAGUDO, YASBEL	\$ 167.36	\$ -	\$ -	\$ -	\$ -	\$ 167.36
52	29558	MORENO, CHRISTIAN	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	26895	MOSHER, BRIAN T	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	31723	NAZARALI, MILA	\$ 62.70	\$ -	\$ -	\$ -	\$ -	\$ 62.70
52	31297	OGLEBAY, MISSY	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	18443	OTIS, MARK	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	26744	PACKARD, DEREK	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	32291	PALAZZO, ELIZABETH	\$ 220.00	\$ -	\$ -	\$ -	\$ -	\$ 220.00
52	32045	PALAZZOLA, JESSICA	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	32616	PAOLINI, LISA	\$ 340.00	\$ -	\$ -	\$ -	\$ -	\$ 340.00
52	32183	PEREIRA, JUSTIN	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ 180.00
52	31680	PHELPS, ERIN	\$ 61.80	\$ -	\$ -	\$ -	\$ 0.90	\$ 60.90
52	25578	PHILLIPS, MAGGIE	\$ 340.00	\$ -	\$ -	\$ -	\$ -	\$ 340.00
52	31427	PROVENCHER, EMILY	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	27051	RABEAH, SARMED	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	32334	RAMOS, JODI	\$ 510.00	\$ 170.00	\$ 85.00	\$ 170.00	\$ -	\$ 85.00
52	31830	RATCHFORD, ASHLEY	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	32282	RICE, PATRICIA	\$ 42.50	\$ -	\$ -	\$ -	\$ -	\$ 42.50
52	31786	RITCHE, JENNI	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ 180.00
52	19825	SALTER SCHOOL OF NURSIN	\$ 12,895.59	\$ 127.06	\$ 63.53	\$ 8,470.00	\$ -	\$ 4,235.00
52	30169	SEWELL, JIMMY	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	29521	ST. JOHN, MARY	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	11528	STRANGE, KAT	\$ 188.10	\$ 2.70	\$ 2.70	\$ 1.00	\$ 0.80	\$ 180.90
52	20625	STUART, MARK	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	26867	TOBIN, SHAWN	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	32341	TROIANI, GAYLE	\$ 60.90	\$ -	\$ -	\$ -	\$ -	\$ 60.90
52	31933	TSERONIS, ALEXANDRA	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	25595	TSERONIS, ERIN	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
<b>52 - PARKING TOTALS</b>			<b>\$ 34,043.30</b>	<b>\$ 1,721.42</b>	<b>\$ 652.06</b>	<b>\$ 9,601.00</b>	<b>\$ 2.53</b>	<b>\$ 22,066.29</b>
60	8132	FEMA	\$ 8,682.60	\$ -	\$ -	\$ -	\$ -	\$ 8,682.60
<b>60 - WELFARE TOTALS</b>			<b>\$ 8,682.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,682.60</b>
65	3575	MANCHESTER REGIONAL YOU	\$ 111,547.52	\$ 111,539.95	\$ -	\$ -	\$ -	\$ 7.57
<b>65 - PARKS &amp; RECREATION TOTALS</b>			<b>\$ 111,547.52</b>	<b>\$ 111,539.95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7.57</b>
<b>GRAND TOTALS</b>			<b>\$ 2,316,240.59</b>	<b>\$ 959,158.96</b>	<b>\$ 238,245.06</b>	<b>\$ 278,553.00</b>	<b>\$ 25.26</b>	<b>\$ 840,258.31</b>

Submission for Solicitors Review  
Account in Collections

**City of Manchester - Accounts Receivable  
Submissions for Solicitor's Review**

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Dates	Original Amount	Remaining Balance	Finance Charges	Total Outstanding	Explanation / Determination
5/8/2017	CE	Mateo, Ernesto B	24593	9988634	11/25/2015	\$ 1,145.00	\$ 1,145.00	\$ 206.16	\$ 1,351.16	\$500 Bail Payment Received 7/22/19
3/29/2018	CE	Ahmedamin, Sandra	29012	1011955	7/17/2017	\$ 1,150.00	\$ 1,150.00	\$ 86.25	\$ 1,236.25	Paying court approved \$50/month payment until full debt satisfied. 3/9/20 \$200 Overdue payment received.
4/27/2018	CE	Panourgias, Maria	28332	1009337	5/12/2017	\$ 1,580.00	\$ 1,580.00	\$ 165.90	\$ 1,745.90	Paying court approved \$50/month payment until full debt satisfied.
2/6/2020	Fire	LRNCT, LLC	27000	1039590	8/16/2019	\$ 2,100.00	\$ 2,100.00	\$ 126.00	\$ 2,226.00	10/7/20 In the process of negotiation with the account's counsel.
	Highway	Corcoran Environmental	10626	Numerous Invoices	1/6/2010 - 6/28/2010	\$ 29,250.00	\$ 24,182.43	\$ -	\$ 24,182.43	Write-off recommend

**All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor**

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully recommends, after due and careful consideration, that the request to write off the second quarter receivables as presented be approved.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Harmond", with a stylized flourish at the end.

Clerk of Committee





*Sharon Y. Wickens  
Interim Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

December 4, 2020

Committee on Accounts, Enrollment & Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

**RE: 2nd Quarter Fiscal Year 2021 Write-off List**

Dear Honorable Committee Members,

Attached are the write-off submissions for the 2<sup>nd</sup> quarter of fiscal year 2021. These Police Department customers were sent to collections, but all efforts to collect have been exhausted. After review by the Solicitor's office it was determined that these receivables have exceeded the statute of limitations and therefore should be written-off.

Every effort is made to collect receivables however some inevitably become uncollectable and must be written-off in accordance with Generally Acceptable Accounting Practices (GAAP). We request authorization to write these receivables off.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Michele A. Bogardus  
Financial Analyst II

Enc.

City of Manchester  
Accounts Receivable  
Write-Offs - 2nd Qtr FY21

Dept.	Customer Name	Customer #	Invoice #(s)	Invoice Date	Invoice Original Amount	Invoice Open Amount	Invoice Total Amount Due	Recommendation
MPD:								
	POLICE EXTRA DETAIL	25101	1000499	10/26/2016	\$ 224.12	\$ 224.12	\$ 224.12	All efforts to collect are exhausted, reviewed by solicitors, write-off recommended
	POLICE EXTRA DETAIL	28240	1008673 & 1009315	4/26/17 & 5/10/17	\$ 448.24	\$ 448.24	\$ 448.24	
	POLICE EXTRA DETAIL	30011	1015863	10/25/2017	\$ 551.00	\$ 551.00	\$ 551.00	
	PAWNSHOP/SECONDHAND FEE	19034	Various	4/3/17 -9/8/17	\$ 415.00	\$ 415.00	\$ 415.00	
	POLICE EXTRA DETAIL	21120	1016611	11/8/2017	\$ 667.00	\$ 667.00	\$ 667.00	
					\$ 2,305.36	\$2,305.36	\$ 2,305.36	
<b>Totals</b>					<b>\$ 2,305.36</b>	<b>\$2,305.36</b>	<b>\$ 2,305.36</b>	

Write-off History		
FY	Number of Accounts	Total Amount
FY13	46	\$ 19,080.48
FY14	64	\$ 35,080.98
FY16	13	\$ 15,321.98
FY17	10	\$ 11,092.86
FY18	66	\$ 24,494.11
FY19	87	\$ 31,832.01
FY20	35	\$ 7,733.89
FY21	5	\$ 2,305.36

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the City's Monthly Financial Report (unaudited) for the first five months of fiscal year 2021, submitted by the Interim Finance Director, has been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



Sharon Y. Wickens  
Interim Finance Officer

**CITY OF MANCHESTER**  
*Finance Department*

December 7, 2020

Committee on Accounts, Enrollment and Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first five months of fiscal year 2021.

***Expenditures:***

The average unobligated balance percentage after five months should be 58.33% as a benchmark. All departments are within 10% of this benchmark with the exception of City Clerk, Information Systems and Department of Public Works. The overall unobligated percentage after five months is 57.76% for 2021 compared to 57.13% a year ago. Health insurance costs for 2021 are trending under budget through November. A comparison of retirement payouts through November for FY 2021 and 2020 is as follows:

	2021	2020
Payments	\$ 706,569	\$ 952,478
Retirements		
Police	5	4
Fire	5	4
DPW	3	8
All Other	4	7
Total	17	23

The following amounts have been transferred from the FY 2021 Contingency Account as of 11/30/2020:

Original Budget	7/1/2020	1,571,979.00
Transfer for Splash Pad/Hunt Pool/Crystal Lake Summer Funding	7/7/2020	(26,902.00)
Transfer for Public Skating Positions	9/1/2020	(14,000.00)
Transfer for Planning Department for filling critical vacancies	10/6/2020	(45,000.00)
School Charter Commission completion fund transfer	10/6/2020	5,216.88
Transfer for DPW recycling contract approval	10/20/2020	(600,000.00)
Transfer to Police Department	11/17/2020	(200,000.00)
Revised Balance - posted		691,293.88

***Revenues:***

Revenues for the first five months of fiscal year 2021 are \$572 thousand lower than a year ago. State revenues are \$2.9 million higher than the same period a year ago primarily due to the State Municipal Aid. Auto registrations are \$59 thousand higher and reimbursements are \$135 thousand higher. Offsetting the increases are lower permits by \$1.8 million lower primarily due to several large projects requiring building permits during the first quarter in FY20, a change to a new billing system for alarms and the impact on business due to the COVID19 pandemic. Interest income is lower by \$443 thousand due to lower interest rates.

Sincerely,

Sharon Y. Wickens  
Interim Finance Officer



**CITY OF MANCHESTER  
NEW HAMPSHIRE**



**FINANCIAL REPORTS**

**FOR THE FIVE MONTHS ENDED  
NOVEMBER 30, 2020**

**UNAUDITED**

CITY OF MANCHESTER, NEW HAMPSHIRE  
PRELIMINARY FINANCIAL STATEMENTS  
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FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2020  
(UNAUDITED)

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City of Manchester, New Hampshire  
Budget vs Actual Expenditures - General Fund  
By Department Without Restricted Items  
For The Five Months Ended November 30, 2020

12/04/2

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1. 1

(UNAUDITED)

Budget Basis

MNTBUDNBN1

	FY 2021 MODIFIED BUDGET	FY 2021 OBLIGATIONS TO DATE	FY 2021 UNOBLIGATED BALANCE	FY 2021 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	655,902.00	259,395.57	396,506.43	60.45
CITY CLERK	1,022,852.00	481,859.90	540,992.10	52.89
CITY SOLICITOR	1,567,314.00	551,733.46	1,015,580.54	64.80
FINANCE	996,435.00	352,350.07	644,084.93	64.64
CENTRAL FLEET MANAGEMENT	3,394,961.00	1,279,388.78	2,115,572.22	62.32
INFORMATION SYSTEMS	1,786,787.00	1,010,673.17	776,113.83	43.44
MAYOR	239,156.00	87,887.66	151,268.34	63.25
OFFICE OF YOUTH SERVICES	623,414.00	249,416.75	373,997.25	59.99
HUMAN RESOURCES	775,267.00	265,752.54	509,514.46	65.72
PLANNING & COMMUNITY DEVELOPMENT	2,140,437.00	811,672.54	1,328,764.46	62.08
TAX COLLECTOR	657,558.00	263,532.25	394,025.75	59.92
FIRE	21,577,551.00	9,163,831.33	12,413,719.67	57.53
POLICE	27,576,629.00	10,980,244.37	16,596,384.63	60.18
HEALTH	3,048,884.00	961,095.16	2,087,788.84	68.48
DEPARTMENT OF PUBLIC WORKS	27,844,838.00	15,823,676.48	12,021,161.52	43.17
WELFARE	1,072,699.00	330,129.50	742,569.50	69.22
LIBRARY	2,079,487.00	881,017.22	1,198,469.78	57.63
SENIOR SERVICES	256,008.00	100,511.15	155,496.85	60.74
TOTAL AGENCIES	97,386,179.00	43,889,167.90	53,497,011.10	54.93
RESTRICTED ITEMS-				
WORKERS COMPENSATION - SALARY	684,000.00	185,332.99	498,667.01	72.90
WORKERS COMPENSATION - MEDICAL	1,683,654.00	962,050.10	721,603.90	42.86
HEALTH INSURANCE	11,813,720.00	4,418,321.15	7,395,398.85	62.60
DENTAL INSURANCE	712,791.00	289,056.90	423,734.10	59.45
DEATH BENEFIT	72,601.00	18,835.07	53,765.93	74.06
DISABILITY INSURANCE	61,821.00	16,979.55	44,841.45	72.53
CITY RETIREMENT	9,421,925.00	3,809,090.02	5,612,834.98	59.57
FIRE STATE PENSION	5,835,716.00	2,465,037.39	3,370,678.61	57.76
POLICE STATE PENSION	6,451,192.00	2,621,504.46	3,829,687.54	59.36
FICA	3,156,973.00	1,199,667.86	1,957,305.14	62.00
UNEMPLOYMENT	25,000.00	-	25,000.00	100.00
TUITION	50,000.00	15,278.90	34,721.10	69.44
CGL INSURANCE	1,000,000.00	427,939.23	572,060.77	57.21
TOTAL RESTRICTED ITEMS	40,969,393.00	16,429,093.62	24,540,299.38	59.90

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Five Months Ended November 30, 2020

12/04/2

4:02 P

2. 1

(UNAUDITED)

Budget Basis

MNTBUDNBN1

	FY 2021 MODIFIED BUDGET	FY 2021 OBLIGATIONS TO DATE	FY 2021 UNOBLIGATED BALANCE	FY 2021 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	686,077.00	(5,216.88)	691,293.88	100.76
MPTS	452,033.00	452,033.00	-	-
CIVIC CONTRIBUTIONS	144,389.00	131,476.00	12,913.00	8.94
TRANSFER TO RESERVE ACCOUNT	1,850,000.00	1,850,000.00	-	-
NON-CITY PROGRAMS	74,563.00	74,563.48	(.48)	-
STREET LIGHTING	948,087.00	157,510.57	790,576.43	83.39
TRANSIT SUBSIDY	1,373,782.00	1,373,782.00	-	-
EMPLOYEE MEDICAL SERVICES	55,000.00	6,651.26	48,348.74	87.91
MATURING DEBT	11,863,203.00	1,865,500.90	9,997,702.10	84.27
INTEREST ON MATURING DEBT	5,349,442.00	1,852,714.31	3,496,727.69	65.37
	-----	-----	-----	-----
TOTAL NON-DEPARTMENTAL ITEMS	22,796,576.00	7,759,014.64	15,037,561.36	65.96
	-----	-----	-----	-----
TOTAL GENERAL FUND	\$ 161,152,148.00	\$ 68,077,276.16	\$ 93,074,871.84	57.76
	=====	=====	=====	=====

1

2 of 2

City of Manchester, New Hampshire  
Budget vs Actual Expenditures - General Fund  
By Department Without Restricted Items  
For The Five Months Ended November 30, 2019

12/04/2

4:02 P

1. 1

(UNAUDITED)

Budget Basis

MNTBUDBNB2

	FY 2020 MODIFIED BUDGET	FY 2020 OBLIGATIONS TO DATE	FY 2020 UNOBLIGATED BALANCE	FY 2020 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	671,400.00	251,605.70	419,794.30	62.53
CITY CLERK	1,074,350.00	429,999.08	644,350.92	59.98
MEDO	151,768.00	56,843.56	94,924.44	62.55
CITY SOLICITOR	1,494,017.00	567,491.67	926,525.33	62.02
FINANCE	1,016,066.00	423,616.01	592,449.99	58.31
CENTRAL FLEET MANAGEMENT	3,301,515.00	1,277,226.10	2,024,288.90	61.31
INFORMATION SYSTEMS	1,786,772.00	904,899.68	881,872.32	49.36
MAYOR	235,784.00	97,642.25	138,141.75	58.59
OFFICE OF YOUTH SERVICES	597,076.00	230,377.48	366,698.52	61.42
HUMAN RESOURCES	880,267.00	342,412.87	537,854.13	61.10
PLANNING & COMMUNITY DEVELOPMENT	2,164,616.00	791,406.93	1,373,209.07	63.44
TAX COLLECTOR	594,283.00	236,996.94	357,286.06	60.12
FIRE	20,972,192.00	8,917,319.43	12,054,872.57	57.48
POLICE	26,249,079.00	10,784,279.91	15,464,799.09	58.92
HEALTH	2,966,686.00	1,021,154.78	1,945,531.22	65.58
DEPARTMENT OF PUBLIC WORKS	28,351,871.00	16,930,644.55	11,421,226.45	40.28
WELFARE	961,746.00	426,651.31	535,094.69	55.64
LIBRARY	2,073,657.00	904,067.76	1,169,589.24	56.40
SENIOR SERVICES	236,862.00	96,947.78	139,914.22	59.07
-----				
TOTAL AGENCIES	95,850,007.00	44,726,583.79	51,123,423.21	53.34
-----				
RESTRICTED ITEMS-				
WORKERS COMPENSATION - SALARY	976,456.89	462,545.30	513,911.59	52.63
WORKERS COMPENSATION - MEDICAL	2,532,333.58	1,008,198.00	1,524,135.58	60.19
HEALTH INSURANCE	12,359,707.02	5,551,275.88	6,808,431.14	55.09
DENTAL INSURANCE	496,431.49	327,067.55	169,363.94	34.12
DEATH BENEFIT	72,601.00	19,181.02	53,419.98	73.58
DISABILITY INSURANCE	62,151.00	17,111.94	45,039.06	72.47
CITY RETIREMENT	9,187,096.49	3,841,706.70	5,345,389.79	58.18
FIRE STATE PENSION	5,695,716.00	2,449,658.08	3,246,057.92	56.99
POLICE STATE PENSION	6,159,646.01	2,506,502.95	3,653,143.06	59.31
FICA	2,993,426.22	1,277,702.18	1,715,724.04	57.32
UNEMPLOYMENT	25,000.00	5,000.00	20,000.00	80.00
TUITION	50,000.00	34,177.92	15,822.08	31.64
CGL INSURANCE	1,191,862.82	388,938.22	802,924.60	67.37
-----				
TOTAL RESTRICTED ITEMS	41,802,428.52	17,889,065.74	23,913,362.78	57.21
-----				

2

10F2

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Five Months Ended November 30, 2019  
 (UNAUDITED)  
 Budget Basis  
 MNTBUDNBN2

12/04/2  
 4:02 P  
 2. 1

	FY 2020 MODIFIED BUDGET	FY 2020 OBLIGATIONS TO DATE	FY 2020 UNOBLIGATED BALANCE	FY 2020 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	452,033.00	452,033.00	-	-
CONTINGENCY	35,000.00	-	35,000.00	100.00
CIVIC CONTRIBUTIONS	166,760.00	161,415.00	5,345.00	3.21
NON-CITY PROGRAMS	74,563.48	74,563.48	-	-
TRANSFER TO RESERVE ACCOUNTS	1,392,000.00	-	1,392,000.00	100.00
STREET LIGHTING	903,784.00	871,758.94	32,025.06	3.54
COMMUNITY IMPROVEMENT PROGRAM	1,632,757.00	90,000.00	1,542,757.00	94.49
TRANSIT SUBSIDY	1,273,947.00	1,273,947.00	-	-
EMPLOYEE MEDICAL SERVICES	55,000.00	15,020.51	39,979.49	72.69
MATURING DEBT	12,137,778.24	1,832,742.99	10,305,035.25	84.90
INTEREST ON MATURING DEBT	5,074,866.76	1,571,142.22	3,503,724.54	69.04
	-----			
TOTAL NON-DEPARTMENTAL ITEMS	23,198,489.48	6,342,623.14	16,855,866.34	72.66
	-----			
TOTAL GENERAL FUND	\$ 160,850,925.00	\$ 68,958,272.67	\$ 91,892,652.33	57.13
	=====			

2  
 20F2

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Department - General Fund  
 Non-Property Tax Revenues  
 For The Five Months Ended November 30, 2020  
 (UNAUDITED)  
 Budget Basis  
 MNTREVAGEN

12/04/2  
 4:02 P  
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	FY 2021 MODIFIED BUDGET	FY 2021 REVENUE RECOGNIZED	FY 2021 UNRECOGNIZED BALANCE	FY 2021 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	933,500.00	14,251.87	919,248.13	98.47
CITY CLERK	2,415,055.00	600,161.95	1,814,893.05	75.15
CITY SOLICITOR	681,317.00	-	681,317.00	100.00
FINANCE	8,247,281.00	3,723,185.94	4,524,095.06	54.86
INFORMATION SYSTEMS	205,000.00	10,000.00	195,000.00	95.12
HUMAN RESOURCES	6,000.00	5,948.14	51.86	.86
PLANNING & COMMUNITY DEVELOPMENT	3,196,000.00	1,259,689.68	1,936,310.32	60.59
TAX COLLECTOR	22,924,869.00	8,850,138.94	14,074,730.06	61.40
CENTRAL FLEET MANAGEMENT	45,000.00	26,635.53	18,364.47	40.81
FIRE	941,870.00	209,196.27	732,673.73	77.79
POLICE	1,218,308.00	125,967.24	1,092,340.76	89.66
HEALTH	2,638,657.00	508,264.06	2,130,392.94	80.74
DEPARTMENT OF PUBLIC WORKS	13,645,767.00	4,223,430.18	9,422,336.82	69.05
WELFARE	15,000.00	6,399.51	8,600.49	57.34
SENIOR SERVICES	4,500.00	-	4,500.00	100.00
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TOTAL AGENCIES	\$ 57,118,124.00	\$ 19,563,269.31	\$ 37,554,854.69	65.75
	=====	=====	=====	=====

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type - General Fund  
 Non-Property Tax Revenues  
 For The Five Months Ended November 30, 2020  
 (UNAUDITED)  
 Budget Basis  
 MNTREVNPRP

12/04/2  
 4:05 P  
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	21,140.00	17,221.36	3,918.64	18.54
INTEREST AND PENALTIES	670,000.00	338,010.99	331,989.01	49.55
CABLE FRANCHISE FEES	1,700,000.00	441,091.90	1,258,908.10	74.05
TOTAL TAXES, INTEREST AND PENALTIES	2,391,140.00	796,324.25	1,594,815.75	66.70
LICENSES AND PERMITS				
AUTO REGISTRATIONS	21,946,797.00	8,372,423.38	13,574,373.62	61.85
LICENSES	546,640.00	83,794.43	462,845.57	84.67
PERMITS	3,071,935.00	1,130,558.33	1,941,376.67	63.20
TOTAL LICENSES AND PERMITS	25,565,372.00	9,586,776.14	15,978,595.86	62.50
INTERGOVERNMENTAL				
FEDERAL REVENUES	406,000.00	125,867.35	280,132.65	69.00
PAYMENTS IN LIEU OF TAXES	895,800.00	-	895,800.00	100.00
STATE REVENUES	5,525,193.00	4,312,608.60	1,212,584.40	21.95
TOTAL INTERGOVERNMENTAL	6,826,993.00	4,438,475.95	2,388,517.05	34.99
SALES AND SERVICES				
GENERAL REVENUES	196,724.00	84,179.45	112,544.55	57.21
PUBLIC SAFETY	266,150.00	98,085.77	168,064.23	63.15
HIGHWAY	1,035,574.00	459,475.31	576,098.69	55.63
HEALTH	13,500.00	-	13,500.00	100.00
CEMETERY, PARKS & RECREATION	1,751,734.00	634,277.21	1,117,456.79	63.79
ZONING BOARD	69,000.00	33,541.00	35,459.00	51.39
PARKING VIOLATIONS	7,500.00	100.00	7,400.00	98.67
COURT FINES	9,000.00	1,255.64	7,744.36	86.05
FEES	1,171,345.00	329,755.39	841,589.61	71.85
WITNESS FEES	-	105.00	(105.00)	-
TOTAL SALES AND SERVICES	4,520,527.00	1,640,774.77	2,879,752.23	63.70
OTHER REVENUE SOURCES				
INTEREST INCOME	502,750.00	65,951.45	436,798.55	86.88
FUND TRANSFERS	2,856,195.00	-	2,856,195.00	100.00
REIMBURSEMENTS	3,125,550.00	931,049.93	2,194,500.07	70.21
RENTALS & LEASES	1,206,952.00	149,889.09	1,057,062.91	87.58
SCHOOL CHARGEBACKS	10,119,982.00	1,952,169.33	8,167,812.67	80.71
MISCELLANEOUS	2,663.00	1,858.40	804.60	30.21
TOTAL OTHER REVENUE SOURCES	17,814,092.00	3,100,918.20	14,713,173.80	82.59
TOTAL	\$ 57,118,124.00	\$ 19,563,269.31	\$ 37,554,854.69	65.75



City of Manchester, New Hampshire  
Budget vs Actual Revenue By Type -  
Non-Property Tax Revenues  
For The Five Months Ended November 30, 2020  
Modified Budget FY 2021  
(UNAUDITED)  
Budget Basis  
MNTREVCOM1

12/04/2

4:12 P

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	ACTUAL FY 2020	MODIFIED BUDGET FY 21	DIFFERENCE ACTUAL 20 VS BUDGET 21	PERCENTAGE DIFFERENCE OF FY20 VS FY21
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	27,986	21,140	(6,846)	(24.46)
INTEREST AND PENALTIES	972,779	670,000	(302,779)	(31.13)
CABLE FRANCHISE FEES	1,757,127	1,700,000	(57,127)	(3.25)
TOTAL TAXES, INTEREST AND PENALTIES	2,757,892	2,391,140	(366,752)	(13.30)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	20,236,277	21,946,797	1,710,520	8.45
LICENSES	479,715	546,640	66,925	13.95
PERMITS	4,725,828	3,071,935	(1,653,893)	(35.00)
TOTAL LICENSES AND PERMITS	25,441,820	25,565,372	123,552	.49
INTERGOVERNMENTAL				
FEDERAL REVENUES	239,640	406,000	166,360	69.42
PAYMENTS IN LIEU OF TAXES	895,764	895,800	36	-
STATE REVENUES	5,636,375	5,525,193	(111,182)	(1.97)
TOTAL INTERGOVERNMENTAL	6,771,779	6,826,993	55,214	.82
SALES AND SERVICES				
GENERAL REVENUES	304,654	196,724	(107,930)	(35.43)
PUBLIC SAFETY	248,262	266,150	17,888	7.21
HIGHWAY	1,065,841	1,035,574	(30,267)	(2.84)
HEALTH	4,640	13,500	8,860	190.95
CEMETERY, PARKS & RECREATION	1,596,975	1,751,734	154,759	9.69
ZONING BOARD	69,190	69,000	(190)	(.27)
PARKING VIOLATIONS	5,950	7,500	1,550	26.05
COURT FINES	7,350	9,000	1,650	22.45
OTHER FINES	13,250	-	(13,250)	(100.00)
FEES	1,161,304	1,171,345	10,041	.86
WITNESS FEES	14,452	-	(14,452)	(100.00)
TOTAL SALES AND SERVICES	4,491,868	4,520,527	28,659	.64
OTHER REVENUE SOURCES				
INTEREST INCOME	883,308	502,750	(380,558)	(43.08)
FUND TRANSFERS	3,062,411	2,856,195	(206,216)	(6.73)
REIMBURSEMENTS	3,667,573	3,125,550	(542,023)	(14.78)
RENTALS & LEASES	766,271	1,206,952	440,681	57.51
SCHOOL CHARGEBACKS	9,088,194	10,119,982	1,031,788	11.35
MISCELLANEOUS	35,334	2,663	(32,671)	(92.46)
TOTAL OTHER REVENUE SOURCES	17,503,091	17,814,092	311,001	1.78
TOTAL	\$ 56,966,450	\$ 57,118,124	\$ 151,674	.27

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type -  
 Non-Property Tax Revenues  
 For The Five Months Ended November 30, 2020 and 2019  
 (UNAUDITED)  
 Budget Basis  
 MNTREVCOM2

12/04/2

4:12 P

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	5 MONTH ACTUAL FY 2020	5 MONTH ACTUAL FY 2021	DIFFERENCE ACTUAL 20 VS ACTUAL 21	PERCENTAGE DIFFERENCE OF FY20 VS FY21
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	5,072	17,221	12,149	239.54
INTEREST AND PENALTIES	329,506	338,010	8,504	2.58
CABLE FRANCHISE FEES	438,354	441,091	2,737	.62
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	772,932	796,324	23,392	3.03
LICENSES AND PERMITS				
AUTO REGISTRATIONS	8,313,796	8,372,423	58,627	.71
LICENSES	84,236	83,794	(441)	(.52)
PERMITS	2,934,570	1,130,558	(1,804,011)	(61.47)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	11,332,602	9,586,776	(1,745,825)	(15.41)
INTERGOVERNMENTAL				
FEDERAL REVENUES	68,575	125,867	57,292	83.55
PAYMENTS IN LIEU OF TAXES	908,486	-	(908,486)	(100.00)
STATE REVENUES	1,406,444	4,312,608	2,906,164	206.63
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	2,383,505	4,438,475	2,054,970	86.22
SALES AND SERVICES				
GENERAL REVENUES	75,750	84,179	8,429	11.13
PUBLIC SAFETY	122,902	98,085	(24,816)	(20.19)
HIGHWAY	453,625	459,475	5,850	1.29
HEALTH	2,920	-	(2,920)	(100.00)
CEMETERY, PARKS & RECREATION	718,920	634,277	(84,642)	(11.77)
ZONING BOARD	36,675	33,541	(3,134)	(8.55)
PARKING VIOLATIONS	3,150	100	(3,050)	(96.83)
COURT FINES	5,536	1,255	(4,280)	(77.32)
FEES	314,571	329,755	15,184	4.83
WITNESS FEES	14,357	105	(14,252)	(99.27)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	1,748,406	1,640,774	(107,631)	(6.16)
OTHER REVENUE SOURCES				
INTEREST INCOME	509,097	65,951	(443,145)	(87.05)
FUND TRANSFERS	50	-	(50)	(100.00)
REIMBURSEMENTS	795,887	931,049	135,162	16.98
RENTALS & LEASES	170,793	149,889	(20,903)	(12.24)
SCHOOL CHARGEBACKS	2,420,506	1,952,169	(468,336)	(19.35)
MISCELLANEOUS	1,771	1,858	87	4.94
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	3,898,104	3,100,918	(797,185)	(20.45)
	-----	-----	-----	-----
TOTAL	\$ 20,135,549	\$ 19,563,269	\$ (572,279)	(2.84)
	=====	=====	=====	=====

6

City of Manchester, New Hampshire  
Parking Division  
Budgetary basis  
For the five months ended November 30, 2020

(unaudited)

Object Code Description	2021 Revised Budget	July- November 2020 Activity	2021 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,497,150	478,680	1,017,187
Licenses & Permits Total	2,846,500	1,017,925	1,828,575
Interest Total	25,450	868	24,582
Other Revenue Total	634,958	251,323	383,635
Grand Total	5,004,058	1,748,796	3,255,262
Salaries & Wages Total	646,388	239,218	407,170
Employee Benefits Total	379,225	155,986	223,239
Purchased Professional Services Total	14,500	6,437	8,063
Purchased Property Services Total	816,440	246,100	570,340
Other Purchased Services Total	70,100	16,757	53,343
Supplies & Materials Total	100,000	18,248	81,752
Capital Outlay Total	-	-	-
Miscellaneous Total	213,270	19,052	194,218
Non-Departmental Total	258,040	-	258,040
Miscellaneous-Reimburse City Total	2,506,095	-	2,506,095
Grand Total	5,004,058	701,799	4,302,259
Excess (deficit) of revenues over expenditures	-	1,046,997	(1,046,997)

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully recommends, after due and careful consideration, that ordinance amendment:

“Amending Chapter 118: Vehicles for Hire, Section 118:39 Condition and Appearance of Vehicles of the Code of Ordinances of the City of Manchester.”

ought to pass and be enrolled.

*(Unanimous vote with the exception of Alderman Hirschmann who voted nay)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty*

## **AN ORDINANCE**

“Amending Chapter 118: Vehicles for Hire , Section 118:39  
Condition and Appearance of Vehicles of the Code of Ordinances  
of the City of Manchester .”

**Be it Ordained, by the Board of Mayor and Aldermen of the City of Manchester,  
as follows:**

I. Amend Section 118:39 of the Code of Ordinances by deleting language stricken  
(--) and inserting new language as bolded (**bold**).

§118.39      **CONDITION AND APPEARANCE OF VEHICLES.**

*(H) Every vehicle used as a taxicab shall be mid-size or larger and  
not be more than ~~nine (9)~~ **ten (10)** years old by model year.*

II. This ordinance shall take effect upon passage.

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of \$9,726 for CIP 213521 COVID Equity Response Team be approved.

*(Unanimous vote via phone poll conducted on 12/17/2020)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee

**2020-2021**  
**Board of Aldermen**

**Yeas and Nays**

**CIP/BMA PHONE POLL**

**Date: 12/17/2020**

**Action: Approve the acceptance of funds in  
the amount of \$9,726 for the COVID  
Community Support Program.**

Alderman	Yea	Nay	Absent	Pass
Ward 1 - Cavanaugh	X			
Ward 2 - Stewart	X			
Ward 3 - Long	X			
Ward 4 - Roy	X			
Ward 5 - Sapienza	X			
Ward 6 - Vacant				
At Large - O'Neil	X			
At Large - Levasseur	X			
Ward 7 - Terrio	X			
Ward 8 - Porter	X			
Ward 9 - Shaw	X			
Ward 10 - Barry	X			
Ward 11 - Gamache			X	
Ward 12 - Hirschmann	X			
<b>TOTAL:</b>	<b>12</b>		<b>1</b>	

**Anna J. Thomas, MPH**  
*Public Health Director*

**Philip J. Alexakos, MPH, REHS**  
*Chief Operations Officer*

**Jaime L. Hoebeke, MPH, MCHES**  
*Chief Strategy Officer*



**BOARD OF HEALTH**

*Reverend Richard D. Clegg*  
*Stephanie P. Hewitt, MSN, FNP-BC*  
*Ellen Tourigny, MEd*  
*Tanya A. Tupick, DO*

**CITY OF MANCHESTER**  
*Health Department*

**MEMORANDUM**

To: Alderman Kevin Cavanaugh  
Chairman, CIP Committee

From: Anna Thomas, MPH  
Director, Manchester Health Department

Date: December 16, 2020

Re: New Funding - COVID Equity Response Team for the COVID Community Support Program

---

The Health Department has received new funding in the amount of \$9,726 from the COVID Equity Response Team for the COVID Community Support Program. These funds will be used as reimbursement to assist with some of our interpretation expenses from July to November due to COVID 19.

As such, we are requesting that a phone poll be conducted to approve and accept this additional funding. These funds need to be expensed by December 30<sup>th</sup>, 2020 or else they will need to be returned to the State.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

Thank you.



**CIP BUDGET AUTHORIZATION**

CIP#: 213521

Project Year: 2021

CIP Resolution: 6/9/2020

Title: COVID Equity Response Team

Amending Resolution: 1/5/2021

Administering Department: Health Department

Revision:

Project Description:

Funding to reimburse the City for interpretation expenses incurred from July to November due to COVID19.

**Federal Grants**

Federal Grant:

No

**Environmental**

Review Required:

No

Grant Executed:

Completed:

**Critical Events**

1. Project Initiation

7/1/2020

2. Project Completion

12/30/2020

3.

4.

5.

12/30/2020

**Line Item Budget**

STATE

TOTAL

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$9,726.00

\$0.00

\$0.00

\$9,726.00

TOTAL

\$9,726.00

\$0.00

\$0.00

\$9,726.00

**Revisions:****Comments:** Source of Funds: Governor's Office for Emergency Relief and Recovery

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Thousand Seven Hundred Twenty Six Dollars (\$9,726) for the FY 2021 CIP 213521 COVID Equity Response Team.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate STATE funding from the Governor’s Office for Emergency Relief and Recovery for COVID-19 interpretation expenses ;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

**By adding:**

FY 2021 CIP 213521 COVID Equity Response Team - \$9,726 STATE

Resolved, that this Resolution shall take effect upon its passage



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP  
Director

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning  
  
Michael J. Landry, PE, Esq.  
Deputy Director Building Regulations

December 2, 2020

Alderman Barbara Shaw, Chairwoman  
Committee on Lands and Buildings  
Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, New Hampshire 03101

**Re: Easement release, modification of reserved rights, and temporary grading easement (TM 734-1)**

Dear Chairwoman Shaw and Honorable Committee Members:

The Planning Board has conditionally approved a site plan development and lot line adjustment plan for the property at 170 Baker Street. The development approval includes razing the two existing commercial buildings and constructing a new 5,430 SF drive-thru bank.

A quitclaim deed was recorded at the Hillsborough County Registry of Deeds in 1994 to convey the discontinued portion of Baker Street to the abutting property owner, Carolyn J. Neveu. The conveyance reserved rights to the City of Manchester for a utility easement to protect existing utilities. The easement area was to include the full width and length of the discontinued portion of Baker Street. The discontinuance of a portion of Baker Street is on file with the City of Manchester Road Records.

In connection with the Planning Board approval, the Applicant is requesting the release of the existing easement over the discontinued portion of Baker Street and modification of the existing reserved rights subject to the matters set forth in the deed of Carolyn J. Neveu dated February 17, 1994 (see attached existing and proposed easements).

The Applicant, Manchester Water Works, and the City Solicitor have prepared a utility easement acceptable to all parties that would be recorded in place of the released easement. The updated utility easement allows the City of Manchester the perpetual right and easement to use, repair, inspect, operate, maintain, rebuild, replace, and remove utility lines/pipes.

Additionally, at the Department of Public Works' guidance, the Applicant is also seeking a temporary grading easement to complete grading work within the right-of-way edges along Queen City Avenue. The easement shall expire following construction on the Applicant's adjoining premises (see attached).

On behalf of the Applicant, the Planning Staff would appreciate the consideration of the Applicant's request. If you have any questions, staff from PCD will be available at your next meeting.

Sincerely,

*J Nazaka*

Jodie Nazaka, AICP  
Senior Planner

Cc: David Latulipe, Bangor Savings Bank  
Peter R. Chiesa, Esq., Office of the City Solicitor  
Guy R. Chabot, P.E., Water Distribution  
Kevin Sheppard, P.E., Director of Public Works

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-Mail: [pcd@manchesternh.gov](mailto:pcd@manchesternh.gov)  
[www.manchesternh.gov](http://www.manchesternh.gov)

**RELEASE OF EASEMENT  
AND MODIFICATION OF RESERVED RIGHTS**

KNOW ALL PERSONS BY THESE PRESENTS that **CITY OF MANCHESTER**, a municipal corporation organized under the laws of the State of New Hampshire, whose mailing address is One City Hall Plaza, Manchester, NH 03101 (the "Grantor") in consideration of One Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, paid by **BANGOR SAVINGS BANK**, a Maine banking corporation with a mailing address of PO Box 930, Bangor, Maine 04402-0930 (the "Grantee"), does hereby forever **RELEASE** to Grantee, and forever terminate and extinguish, all of its right, title and interest in the following reserved rights described in a Deed from Grantor to Carolyn Morrisette, dated August 19, 1982 and recorded in the Hillsborough County Registry of Deeds in Book 2944, Page 38, more particularly described as follows:

*"(1) No access is permitted to or from the granted premises through the woven wire (chain link) fence;"*

\*\*\*

*"(3) Driveway access to and from and granted premises to Baker Street shall be constructed at a distance of at least 50' westerly of the easterly terminus of the said woven wire (chain link) fence;"*

\*\*\*

*"(6) The reservation by the Grantor, City of Manchester, of all rights in and to the woven wire (chain link) fence, provided the Grantor, City of Manchester, shall have the responsibility of maintaining, repairing and replacing the same at its own cost and expense."*

And does further agree to **RELEASE** to Grantee any restriction as to pedestrian access (but not as to vehicular access) to or from the granted premises to Queen City Avenue. For the avoidance of doubt, the remaining rights reserved in the said Deed shall remain in full force and effect.

And Grantor does hereby **RELEASE** to Grantee, and forever terminate and extinguish, all of its right, title, and interest in the easement described in that certain Quiet Title Final Judgment in the matter of Carolyn J. Bellefeuille, Trustee of the Carolyn J. Neveu Trust – 1994 v City of Manchester dated April 27, 2015 as filed in the Hillsborough Superior Court Northern District as

Case No. 216-2015-CV-00012 an Order and Decree of which was recorded in the Hillsborough County Registry of Deeds in Book 8753, Page 916, more particularly described as follows:

*“reserving to the City of Manchester a utility easement to protect existing utilities, said easement to include the full width and length of the discontinued portion of Baker Street as set forth in the Minutes of the Board of Mayor and Alderman held April 3 ,1984 concerning the discontinuance of a portion of Baker Street on file with the City of Manchester Road Records at Vol. 17, Page 231-232.”*

It is the express intention and desire of the within Grantor that the above rights and easement shall be forever extinguished.

[Remainder of page intentionally left blank. Signature on following page.]

IN WITNESS WHEREOF, \_\_\_\_\_, \_\_\_\_\_ of the City of Manchester has set its hand and seal this \_\_\_\_ day of December, 2020.

**CITY OF MANCHESTER**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH, ss.

December \_\_\_\_, 2020

Personally appeared the above named \_\_\_\_\_, \_\_\_\_\_ of the City of Manchester, and acknowledged the foregoing instrument to be his/her free acts and deeds in said capacity and the free act and deed of the City of Manchester.

Before me,

\_\_\_\_\_  
Notary Public  
Printed Name:  
Commission Expiration:

**TEMPORARY GRADING EASEMENT DEED**

KNOW ALL PERSONS BY THESE PRESENTS, that the **CITY OF MANCHESTER**, a municipal corporation organized under the laws of the State of New Hampshire, whose mailing address is One City Hall Plaza, Manchester, NH 03101 (the "Grantor"), in consideration of One Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, paid by **BANGOR SAVINGS BANK**, whose mailing address is PO Box 930, Bangor, Maine 04402-0930 (the "Grantee"), does hereby **GRANT** to Grantee the temporary grading easement, more particularly described in Exhibit A attached hereto and incorporated herein by reference.

IN WITNESS WHEREOF, the City of Manchester has caused this instrument to be executed, as of this \_\_\_\_\_ day of December, 2020.

**CITY OF MANCHESTER**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH, ss.

December \_\_\_, 2020

Personally appeared the above named \_\_\_\_\_, \_\_\_\_\_ of the City of Manchester, and acknowledged the foregoing instrument to be his/her free acts and deeds in said capacity and the free act and deed of the City of Manchester.

Before me,

\_\_\_\_\_  
Notary Public  
Printed Name:  
Commission Expiration:

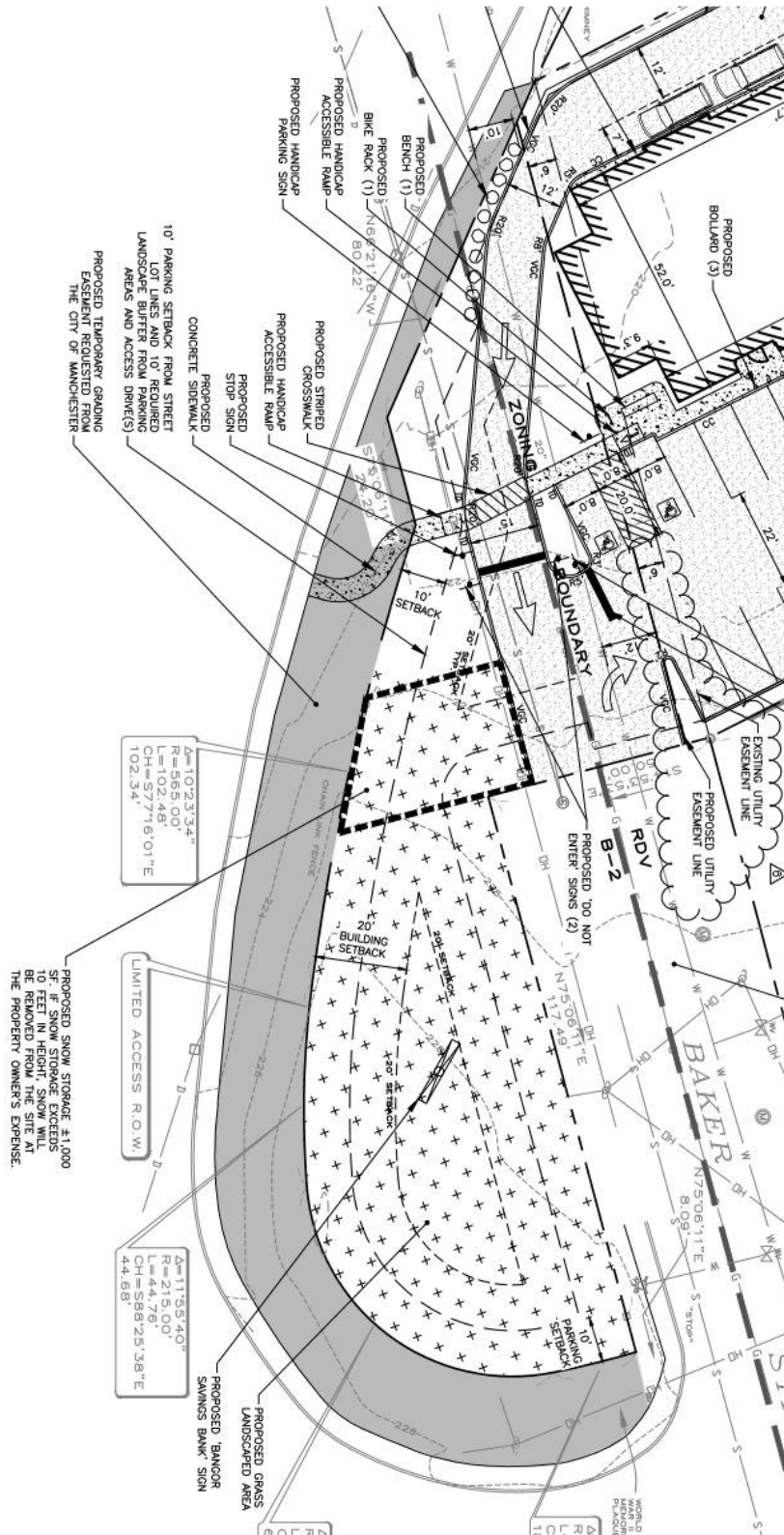
## **EXHIBIT A**

That certain parcel of land in the City of Manchester, being that portion of the right of way of Queen City Avenue, located southerly and easterly of the Grantee's land which is described in that certain Warranty Deed dated July 29, 2020 and recorded in the Hillsborough County Registry of Deeds in Book 9327, Page 1901, and northerly and westerly of the existing sidewalk along Queen City Avenue, as more particularly shown as the shaded area on the final Site Plan of Bangor Savings Bank, prepared by Nobis Group, dated April 2020, and last revised [REDACTED], first approved by the City of Manchester Planning Board on June 18, 2020 and amended on September 4, 2020, a portion of which is attached here as Exhibit B.

The purpose of this temporary grading easement deed is to allow the Grantee to enter onto land of the Grantor to properly grade the abutting property of the Grantor in order to minimize soil erosion and water runoff therefrom. This easement includes the right to enter onto said land of said Grantor with men and machinery to accomplish said grading and to reconfigure the topography of Grantor's land and reseed and landscape the same in said regard. This easement shall expire following completion of construction of Grantee's bank branch on its adjoining premises.



## EXHIBIT B

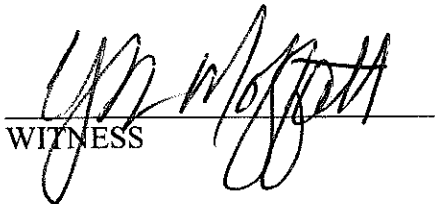


**UTILITY EASEMENT DEED**

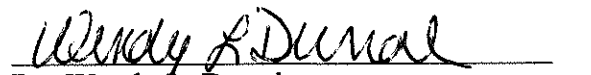
KNOW ALL PERSONS BY THESE PRESENTS, that **BANGOR SAVINGS BANK**, whose mailing address is PO Box 930, Bangor, Maine 04402-0930 ("Grantor"), in consideration of One Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, paid by the **CITY OF MANCHESTER**, a municipal corporation organized under the laws of the State of New Hampshire, whose mailing address is One City Hall Plaza, Manchester, NH 03101 ("Grantee"), does hereby **GRANT** to Grantee the perpetual right and easement to use, repair, inspect, operate, maintain, rebuild, replace, and remove certain utility lines and pipes, along with all necessary fixtures and appurtenances for conveying and transmitting said utilities, in a certain strip of land being more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND  
INCORPORATED HERIEN BY REFERENCE

IN WITNESS WHEREOF, Bangor Savings Bank has caused this instrument to be executed, as of this \_\_\_\_\_ day of November, 2020.

  
WITNESS

BANGOR SAVINGS BANK

  
By: Wendy L. Durrah  
Its: Senior Vice President and Chief of Staff

STATE OF MAINE  
PENOBSCOT, ss.

Dated: November 16, 2020

Then personally appeared before me the above-named Wendy L. Durrah, Senior Vice President and Chief of Staff of Bangor Savings Bank, and acknowledged the foregoing instrument to her free act deed in her said capacity and the free act and deed of Bangor Savings Bank.

  
Notary Public / Attorney at Law

Vicki L. Townsend  
Notary Public • State of Maine  
My Commission Expires  
August 11, 2027

### **EXHIBIT A**

That certain portion of Grantor's land, located in the City of Manchester, described in that certain Warranty Deed dated July 29, 2020 and recorded in the Hillsborough County Registry of Deeds in Book 9327, Page 1901, being the southerly forty-four (44) feet of the discontinued portion of Baker Street, as set forth in the Minutes of the Board of Mayor and Alderman held April 3, 1984 concerning the discontinuance of a portion of Baker Street on file with the City of Manchester Road Records at Vol. 17, Page 231-232, and extending the length of the said discontinued portion of Baker Street (the "Easement Area").

Reserving to the Grantor, its heirs, successors, and assigns, the use and enjoyment of the above-described Easement Area for such purposes that will not interfere with the perpetual use of the easement rights set forth herein.

For Grantor's source of title see that certain Warranty Deed, dated July 29, 2020 and recorded in the Hillsborough County Registry of Deeds in Book 9327, Page 1901.

## QUITCLAIM DEED

I, Carolyn J. Neveu (formerly Carolyn J. Morrisette) of 127 Diamond Hill Road, Candia, County of Rockingham, and State of New Hampshire, for consideration paid, grant to Carolyn J. Neveu, Trustee of the Carolyn J. Neveu Revocable Trust - 1994, dated February 17, 1994, with QUITCLAIM COVENANTS, the following tracts of land:

Tract #1:

A certain tract of land, with the buildings thereon, situated in Manchester, County of Hillsborough, and State of New Hampshire, bounded and described as follows:

Beginning at a point on the northerly line of Baker Street at the southwesterly corner of land now or formerly of Socony Mobil Oil Company, Inc., which point is one hundred fifty (150) feet westerly, measured along said northerly line of Baker Street from the northwesterly intersection of said Baker Street with Willow Street; thence S 88° 39' West by Baker Street one hundred forty-eight and twenty-seven hundredths (148.27) feet to a point now or formerly marked by a stone bound at land now or formerly of Manchester & Lawrence Railroad; thence North 14° W by said land now or formerly of Manchester & Lawrence Railroad one hundred thirty-seven and seventy-five hundredths (137.75) feet to a point; thence S 76° 18' E one hundred and ten hundredths (100.10) feet to a point; thence S 13° 59' 42" E thirty-six and three hundredths (36.03) feet to a point; thence S 76° 18' E thirty-two and forty-six hundredths (32.46) feet to a point; thence S 12° 58' 53" E thirty and seven hundredths (30.07) feet to a point; thence N 73° 14' 56" to a point marking the northwest corner of said land now or formerly of Socony Mobil Oil Company, Inc.; thence S 13° 12' 11" E along the westerly boundary of said land now or formerly of Socony Mobil Oil Company, Inc., one hundred five (105) feet to the point of beginning.

Together with all the right, title and interest of the Grantor in and to that part of Baker and Willow Streets abutting on said premises.

Which real property is described in a plan of October, 1971, by Clarence E. Benjamin and referred to as "Various parcels and their relationships, northwest corner Willow and Baker Streets, Manchester-Hillsborough, New Hampshire".

STATE OF NEW HAMPSHIRE

DEPARTMENT OF REVENUE  
ADMINISTRATION

REAL ESTATE  
TRANSFER TAX

AMOUNT \$40.00

130103

030494

VOID IF ALTERED

Being a portion of the same premises (Tract #3) as conveyed by deed of Paul D. Morrisette and Carolyn J. Morrisette to Carolyn J. Morrisette, dated September 15, 1975, and recorded in the Hillsborough County Registry of Deeds at Book 2418, Page 264.

Tract #2:

A certain tract or parcel of land in Manchester, Hillsborough County, State of New Hampshire, situate on the southerly side of Baker Street, so-called, and shown on a Plan of Manchester Highway Project U. S. 305(1), Sheets 9 and 10, said Plan on file at the Manchester Highway Department, said parcel being approximately 7,800 square feet, more or less, and bounded on the north by Baker Street, so-called, and on all other sides by a line located 35' north and west of and parallel to Ramp A Centerline (said Ramp A being a connector between South Willow Street and Queen City Avenue), said line running parallel to and 35' from the Ramp A Centerline being marked by a 6' woven wire (chain link) fence.

For title to said parcel see Return of Highway Layout Manchester US 305(1) C-4331, 1961, recorded in the Hillsborough County Registry of Deeds at Book 1678, Page 111, and the Plans relevant to said Return of Highway Layout at the Manchester Highway Department.

This conveyance is SUBJECT TO:

- (1) No access is permitted to or from the granted premises through the woven wire (chain link) fence;
- (2) No access is permitted to or from the granted premises to Queen City Avenue;
- (3) Driveway access to and from and granted premises to Baker Street shall be constructed at a distance of at least 50' westerly of the easterly terminus of the said woven wire (chain link) fence;
- (4) The use of the granted premises is limited to the parking of motor vehicles in connection with premises described as the third tract in the deed of Paul D. Morrisette et al to Carolyn Morrisette, dated September 19, 1975, and recorded in Hillsborough County Registry of Deeds at Book 2418, Page 264;
- (5) The reservation by the Grantor, City of Manchester, of all rights in and to the fire hydrant and water lines, provided the Grantor, City of Manchester, shall have the responsibility of maintaining,

- repairing and replacing the same at its own cost and expense; and
- (6) The reservation by the Grantor, City of Manchester, of all rights in and to the woven wire (chain link) fence, provided the Grantor, City of Manchester, shall have the responsibility of maintaining, repairing and replacing the same at its own cost and expense.

Being the same premises as conveyed by deed of The City of Manchester, to Carolyn J. Morrisette, dated August 19, 1982, and recorded in the Hillsborough County Registry of Deeds at Book 2944, Page 38.

Dated this 17 day of February, 1994.

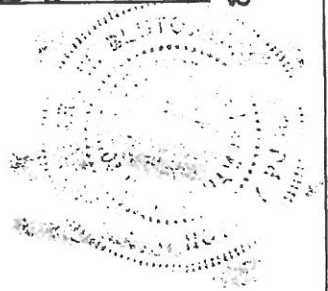
Carolyn J. Neveu  
Carolyn J. Neveu

STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK, SS

The foregoing instrument was acknowledged before me this 17 day of February, 1994, by Carolyn J. Neveu.

Barbara W. Bluto  
Notary Public

BARBARA W. BLUTO, NOTARY PUBLIC  
MY COMMISSION EXPIRES JANUARY 13, 1998



ALFANO LAW OFFICE PLLC  
4 PARK ST  
CONCORD NH 03301

Hillsborough Superior Court Northern District  
300 Chestnut Street  
Manchester NH 03101

THE STATE OF NEW HAMPSHIRE  
JUDICIAL BRANCH  
SUPERIOR COURT

Telephone: 1-855-212-1234  
TTY/TDD Relay: (800) 735-2964  
<http://www.courts.state.nh.us>

April 30, 2015

JOHN FRANCIS HAYES, ESQ  
ALFANO LAW OFFICE PLLC  
4 PARK STREET SUITE 300  
CONCORD NH 03301

Doc # 5020049 May 21, 2015 2:22 PM  
Book 8753 Page 0916 Page 1 of 2  
Register of Deeds, Hillsborough County

*Camela O. Coughlin*

Case Name: Carolyn J. Bellefeuille, Trustee of the Carolyn J. Neveu Trust - 1994 v City of  
Case Number: Manchester  
216-2015-CV-00012

You are hereby notified that the Court on 4/27/15 has entered the following order:

PLAINTIFF'S ASSENTED TO MOTION FOR FINAL JUDGMENT W/PROPOSED ORDER AND  
DECREE -

Order made, a copy of which is enclosed herewith. (Brown, J.)

W. Michael Scanlon  
Clerk of Court

(534)

C: Peter R. Chiesa, ESQ



## STATE OF NEW HAMPSHIRE

HILLSBOROUGH, SS.  
NORTHERN DISTRICT

SUPERIOR COURT

216-2015-CV-012

Carolyn J. Bellefeuille, Trustee of the Carolyn J. Neveu Trust - 1994

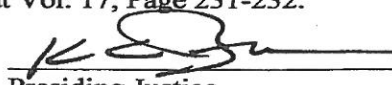
v.

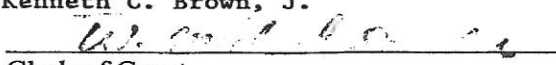
City of Manchester

ORDER AND DECREE

In accordance with the relief requested in the above Complaint to Quiet Title, and pursuant to RSA 498:5-d, it is hereby ORDERED, ADJUDGED AND DECREED, that Plaintiff is the record fee simple owner of the Premises (defined below), free and clear of all right, title, and interest of any other parties, except as noted below.

As used herein, the word "Premises" means "Tax Map 734 Lot 1," "Former Tax Map 546 Lot 26," and "Discontinued Portion of Baker Street," all as shown on a plan entitled "Tax Map 734 Lot 1 & Tax Map 546 Lot 26 Lot Consolidation & Plan to Quiet Title," prepared by S&H Land Services dated November 6, 2014, revised March 5, 2015, subject to those matters set forth in the deed of Carolyn J. Neveu dated February 17, 1994 and recorded in the Hillsborough County Registry of Deeds at Book 5528, Page 1208 and reserving to the City of Manchester a utility easement to protect existing utilities, said easement to include the full width and length of the discontinued portion of Baker Street as set forth in the Minutes of the Board of Mayor and Alderman held April 3, 1984 concerning the discontinuance of a portion of Baker Street on file with the City of Manchester Road Records at Vol. 17, Page 231-232.

Dated: 4/22/15
  
 Presiding Justice  
 Kenneth C. Brown, J.

  
 Clerk of Court

A True Copy.

Attest:

A TRUE COPY  
ATTEST:
  
 Clerk



## CITY OF MANCHESTER

*Joyce Craig*  
*Mayor*

### MEMORANDUM

To: Board of Mayor and Aldermen  
From: Mayor Joyce Craig  
Date: December 15, 2020  
Re: Nominations

---

Pursuant to Section 3.14(b) of the City Charter, please find below the following nomination, which will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen:

#### **Building Board of Appeals**

- Jacob Pouliot to replace retired member Rich Roberts as a Structural Engineer, term to expire January 1, 2024

#### **Office of Youth Services**

- Hassan Essa to succeed himself as a regular member, term to expire January 1, 2024
- Canada Stewart to succeed herself as a regular member, term to expire January 1, 2024
- Michael Worsley to succeed himself as a regular member, term to expire January 1, 2024

#### **Manchester Arts Commission**

- Jozimar Matimano to move from an alternate to a regular member, term to expire December 1, 2023
- Colin Pio to fill a vacancy as an alternate member, term to expire December 1, 2021

# JACOB F. POULIOT, P.E.

1150 Chestnut St.  
Manchester, NH 03104

603-361-7475  
jpouliot@tfmoran.com

---

## **OBJECTIVE:**

- Strive to expand my knowledge of Structural Engineering by gaining direct experience in the field
- Will use my knowledge and experience to obtain a professional licensed engineer certification
- Value professionalism, safety, and sustainability in the workplace

## **WORK EXPERIENCE:**

### **STRUCTURAL ENGINEER** October 2020 – Present

***TF Moran, Inc.*** Bedford, NH

- Carry out the design of commercial and residential structures in New Hampshire, Massachusetts, Maine, and Vermont
- Complete the structural design of foundation, floor and roof framing, load bearing wall framing, and lateral support of steel and wood framed structures
- Execute the drafting and planning of construction drawings
- Review shop drawings and inspect structural framing
- Am actively involved in the construction process and providing consultation to ensure compliance with structural drawings

### **STRUCTURAL ENGINEER** January 2016 – October 2020

***JSN Associates, Inc.***, Portsmouth, NH

- Carried out the design of commercial and residential structures in New Hampshire, Massachusetts, Maine, and Vermont
- Was responsible for the drafting of structural drawings, construction administration, shop drawing review, and framing inspections

### **STRUCTURAL ENGINEER** April 2013 – January 2016

***Base Design Group, Inc.***, Portland, ME

- Carried out the design of cold-formed steel framing for commercial buildings
- Prepared calculations and shop drawings for load bearing and non-load bearing wall framing, exterior and interior ceiling framing, floor and roof framing

### **STRUCTURAL ENGINEER** August 2012 – January 2013

***Rubb, Inc.***, Sanford, ME

- Carried out the design of steel truss PVC fabric tension membrane structures

## **EDUCATION:**

### **MASTER OF SCIENCE**

***University of New Hampshire***, Durham, NH  
*Structural Engineering*, May 2012

### **BACHELOR OF SCIENCE**

***University of New Hampshire***, Durham, NH  
*Civil Engineering*, May 2010

## **RELATED COURSEWORK:**

- Dynamics of Structures
- Structural Design in Steel
- Reinforced Concrete Design
- Structural Design in Masonry
- Foundation Design I & II
- Intro to Finite Element Analysis

## **SKILLS:**

- AutoCAD, Revit, RISA 2D and 3D, RAM, RetainPro, Word, Excel

## **Hassan Essa**

579 Kimball Street, Apt 6  
Manchester, NH 03102

Tel: (603) 264-4007  
Email: mister.h.essa@gmail.com

---

### **EDUCATION**

UNH Manchester, Manchester, NH 03101      Biology

### **WORK EXPERIENCE**

NH Air National Guard, Newington, NH

KC-135 Fuel Systems Apprentice

04/2017 to present

- Dispose of hazardous materials according to safety and environmentally acceptable standards.
- Inspect fuel cells and tanks for foreign objects, corrosion, cell deterioration and fungus.
- Recommend ways to improve equipment, performance and maintenance procedures.

Student Flight

09/2015 to 04/2017

- Preparing for Basic Military Training which includes a rigorous fitness routine, discussions of life as a trainee, and Air Force rank structure discussions.

Enterprise Holdings, Manchester, NH

Service Agent

08/2016 to 08/2017

- Responsible for care and maintenance of cars on the lot. This includes vacuuming and prepping the cars as well as shuttling cars to and from car washes, dealerships, etc.

Birch Hill Terrace, Manchester, NH

Trainer (promotion)

01/2014 to 06/2015

- Trusted to conduct job training for new servers and bussers. Ensured that every question asked by a new employee was properly answered.

Waiter (promotion)

01/2014 to 06/2015

- Manage multiple tasks simultaneously while ensuring quality service to the elderly residents while addressing them in a clear and kind manner.

Busboy

08/2013 to 01/2014

- Quickly reset tables.
- Clear items from tables.

### **COMMUNITY ACTIVITIES**

Big Brothers Big Sisters, 2017- present

Ran for Alderman in Manchester, NH Ward 12, 2017

Volunteering for Bernie Sanders' presidential campaign, 2015-2016

Participated in 100 Nights of Remembrance to honor veterans, 2014

### **SPECIAL RECOGNITION**

UNH Manchester Dean's List, Spring 2017

Flight Chief Award, 2017

Medusa Mythology Exam, 4th place nationally, 2012, 2013, 2014

New Hampshire Scholars Award, 2015

# Canada Stewart

(603)401-8904     [cstewart@manchesternh.gov](mailto:cstewart@manchesternh.gov)     1029 S Mammoth Rd #18, Manchester, NH

## PROFESSIONAL SUMMARY

Sworn Full-Time Manchester Police Officer (March 2016-Present)

School Resource Officer at Memorial High School, Juvenile Division, Manchester Police Department (Oct 2018 - Present)

## EXPERIENCE/TRAINING

Derry, NH Parks and Recreation (2011-2012)

Pinkerton Academy Field Hockey Camp Coach (2012-2016)

Saint Anselm College Field Hockey Clinic Coach (2012-2016)

Granite State Elite Field Hockey Coach (2013-2015)

Speed Demon Field Hockey Camp Coach (2015)

Marblehead, MA Parks and Recreation (2013-2015)

Marblehead, MA Police Internship (2015)

Trauma Informed Training (ACERT) (2018)

Effective Policing and Interaction with Youth (2018)

Participation in the Mirror Project (2018-2019)

Juvenile Delinquency and Investigation (2019)

Leadership for the Future (2019)

## EDUCATION

Bachelor of Arts - Saint Anselm College (2012-2015)

Criminal Justice

Forensic Science

Chemistry

Michael K. Worsley  
1670 Brown Ave  
Manchester, NH 03103  
Ph 603 512-6104 E-mail michael@deepcleaned.biz

**Objective** To work with families and individuals in a role that will help them reach their potential, with an emphasis on breaking down racial, cultural, class and gender barriers in their lives.

#### SUMMARY OF QUALIFICATIONS

- Over 25 years of experience working with families and individuals both in the human service field and as a Minister.
- Excellent communication skills.
- Committed to racial and multicultural unity
- Relates to audiences with genuine sincerity in a direct and non-threatening manner

#### SKILLS\AREAS OF EXPERTISE

##### Community Relations

- Presented workshops on, "Minority Students Attending a Predominately White Campus" at St. Anselm College Third Annual Conference for Students of Color
- Assisted Manchester Central High School develop a Cultural Diversity Committee with the faculty and student body and served as advisor
- Lectured on police and community relations at the United States Commission for Human Rights forum, 1992 Bedford, NH
- Testified on bill recommending Multicultural Curriculum in Schools at the State Senate 1994
- Served as Liaison to the Manchester Office of Youth Services (Director Regis Lemeire)
- Invitee to Manchester Youth Advisory Board
- Presented workshops on, "Interracial Dating/The Affect on Families," Dealing With Racism," and Exploring Diversity." For The New Hampshire Teen Institute.
- Presented workshops on, Parenting in Multicultural Families" for The Open Door Society New Hampshire Inc.
- Discussion panelist for Manchester School District Teacher's Workshop

##### Communication and Administrative Skills

- Developed and presented numerous workshops on diversity
- Facilitate meetings
- Developed and nurture relationships between school administrators, guidance counselors and public housing residents.
- Create, implement, and manage programs for youth and families.
- Conduct needs assessments for public housing residents to improve situations.
- Monitor and track participants in programs.
- Create and prepares all reported materials

##### Communications and Interviewing Skills

- Facilitate group sessions on family, parenting, teens and race issues
- Provide one on one counseling with youth and families
- Conduct investigative interviewing to develop appropriate programming
- Interview college interns to determine appropriate job placement.

## PROFESSIONAL EMPLOYMENT

2005 to Present	Self-employed- Own and operate Deep Cleaned Inc. Ma full janitorial cleaning company providing services for residential and commercial customers
1994 to 2005	Manchester Housing and Redevelopment Authority Youth Development Supervisor/Diversity Mentorship Coordinator Manchester, NH
1995 to 1999	Parent Information Center Multicultural Coordinator for the Northeast Region Concord, NH
1986 to 1995	Webster House Child Care Worker/Shift Supervisor Manchester, NH
1981 to 1986	Salvation Army Community Center Youngstown, Ohio, Pittsburgh, PA., Manchester, NH

## EDUCATION

1994	B. S. candidate, Springfield College of Human Services Manchester, NH Branch Major: Human Services
1982 to 1984	Mount Vernon Nazarene College Major: Communication TV/Radio Minor: Physical Education
1982	High School Diploma Youngstown South High Youngstown, Ohio

## PROFESSIONAL AFFILIATES

- Board of Directors Plus Time New Hampshire, Concord, NH.
- Board of Directors Making It Happen Coalition for Resilient Youth, Manchester, NH.
- Board of Directors New Hampshire Minority Health Coalition, Manchester, NH
- Board of Directors – Manchester YMCA
- CO-Founder and Former President of the Manchester Cultural Diversity Task Force
- Governor appointee to Advisory Committee for State Incentive Grant
- Commissioner Manchester City Parks and Recreation

## TRAININGS

- Youth and Gang Violence
- ADAPT Street Outreach Training
- Cultural Diversity Training, Brown University
- Diversity Train the Trainer, Brown University

# Jozimar Matimano

## **MANUFACTURING INTERNSHIP**

Manchester, NH 03104 174 CENTRAL ST, #2 MANCHESTER, NH 03103  
jozy.mathy@gmail.com  
603-7167221

Certified manufacturing graduate seeking to advance my skills and contribute to the success of an innovative Manufacturing company.

Authorized to work in the US for any employer

## Work Experience

### **Laser Operator**

Symmetry Medical - Manchester, NH  
Present

I have worked on a Truman Laser machine, Worked on an Epilog machine, learned how to set up a job and run it, used calipers to adjust some measurements and other skills

### **MANUFACTURING INTERNSHIP**

JOB CORPS - Manchester, NH  
September 2018 to May 2019

- Prepared layouts, drawings or design parts in solid work and Master cam.
- Selected and set cutting speeds, feed rates, depth of cuts, cutting tools, according to machining instructions or knowledge of metal properties and use measuring tools.

### **ASSEMBLER**

RCD COMPONENTS - Manchester, NH  
January 2017 to March 2018

- Performed quality checks on products and parts
- Packaged finished products and prepare them for shipment.
- Rotated through all the tasks required in a particular production process.
- Shoveled, sweep, or otherwise clean work areas.
- Reviewed work orders and blueprints to ensure work is performed according to specifications.

## Education

### **Certificate**

NH Job Corps Center - Manchester, NH



March 2018 to Present

## Skills

- Cnc (Less than 1 year)
- Lean manufacturing (Less than 1 year)
- Mastercam (Less than 1 year)
- milling (Less than 1 year)
- Quality control (Less than 1 year)
- Machine Operator
- Manufacturing
- Quality Control (Less than 1 year)
- Safety awareness (Less than 1 year)
- verbal and written Communications (2 years)
- Time management (Less than 1 year)
- Ability to read the blueprint and follow instruction (Less than 1 year)
- Micrometer
- 5S
- Calipers
- Blueprint Reading

## Certifications and Licenses

### Driver's License

## Colin A. Pio

99 Kennard Road | Manchester, NH 03104 | (603) 361-0655 | colinpio@gmail.com

### PROFESSIONAL EXPERIENCE

*Congressman Chris Pappas (NH-01), Manchester, NH* September 2020—present  
**Special Assistant for Communications and Outreach**

- Serve as primary liaison, manage stakeholder outreach and facilitate policy collaboration focusing on small business and economic development, PFAS, law enforcement and first responders, and municipal and town government.
- Manage office outreach efforts to trade organizations, constituency groups, and elected officials.
- Advise Congressman Pappas on policy and political decisions.

*CleverLight Media, Nashua, NH* Jan 2019—August 2020  
**Digital Content Manager**

- Created editorial calendars, wrote web and social media content, provided SEO services, implemented email campaigns, and wrote copy for digital and print marketing campaigns

*Self-Employed, Manchester, NH* Oct—Nov 2016, May 2018—Jan 2019  
**Consultant, Senior Advisor**

- Worked with political candidates to develop communications, social media, and rapid response strategies and budget and fundraising plans
- Researched and wrote regular public-facing newsletters and digital content
- Clients included: Mark Connolly, Molly Kelly for Governor, New Hampshire Democratic Party, Stephanie Murphy for Congress (Florida-07), Democratic Congressional Campaign Committee

*Morgan Stanley Wealth Management, Manchester, NH* Oct 2017—May 2018  
**Financial Advisor**

- Worked with individuals and corporations to help manage assets, risks, and liabilities and built financial plans and investment strategies for clients

*Mark Connolly for NH, Manchester, NH* Dec 2015—Sept 2016  
**Campaign Manager**

- Managed campaign budget, payroll, vendors, fundraising and compliance, policy development, political outreach, earned and paid media strategy, volunteer field program, communications plan, and email and social media campaigns
- Hired and managed full-time staff of 5 and independent contractors: a researcher, media team, direct mail consultant, and pollster
- Served as on-the-record spokesperson for the campaign

*New Hampshire Democratic Party, Concord, NH* April 2012—Nov 2015  
**Finance Director**

- Created and implemented annual multi-million-dollar finance plan
- Directed major donor (\$10k+), direct mail, and online fundraising programs and planned and executed three major events annually with each netting an average of \$100,000

*Senator Jeanne Shaheen*, Manchester, NH

Jan 2009—April 2012

**Special Assistant for Constituent Services, Political Staff**

- Served as liaison to IRS, Department of Homeland Security, TSA, and FEMA; managed political and fundraising events; ensured compliance with federal election law

*Governor John Lynch*, Manchester, NH

May 2006—Jan 2007, Jan—Nov 2008

**Director of Operations, Special Assistant for Citizen Services, Finance Assistant**

- Managed \$1.6 million campaign budget; drafted correspondence to constituents; served as liaison to state agencies; helped plan and execute fundraising events

*Hillary Clinton for President*, Manchester, NH

Jan 2007—Jan 2008

**Deputy NH Political Director**

- Helped plan and execute events for Senator Clinton and surrogates; served as liaison to elected officials and political leaders

**EDUCATION**

*Saint Anselm College*, Manchester, NH  
BA, Politics

May 2007

**COMMUNITY SERVICE**

603 Forward, Treasurer

May 2020—present

Manchester Trustees of the Trust Fund, Member

August 2018—present

Saint Anselm College, Alumni Speaker

2014—present

NH Food Bank, Advisory Board

June 2013—June 2014

Highland Resorts Condominium Association, Treasurer

Jan 2010—Sept 2014

Saint Anselm College Class of 2007, Reunion Committee

Summer 2012, 2017

**HONORS EARNED**

Eagle Scout, Boy Scouts of America

Sept 2000

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Nine Thousand Seven Hundred Twenty Six Dollars (\$9,726) for the FY 2021 CIP 213521 COVID Equity Response Team.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate STATE funding from the Governor’s Office for Emergency Relief and Recovery for COVID-19 interpretation expenses ;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

**By adding:**

FY 2021 CIP 213521 COVID Equity Response Team - \$9,726 STATE

Resolved, that this Resolution shall take effect upon its passage

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty*

## **AN ORDINANCE**

“Amending Chapter 118: Vehicles for Hire , Section 118:39  
Condition and Appearance of Vehicles of the Code of Ordinances  
of the City of Manchester .”

**Be it Ordained, by the Board of Mayor and Aldermen of the City of Manchester,  
as follows:**

I. Amend Section 118:39 of the Code of Ordinances by deleting language stricken  
(--) and inserting new language as bolded (**bold**).

§118.39           CONDITION AND APPEARANCE OF VEHICLES.

*(H) Every vehicle used as a taxicab shall be mid-size or larger and  
not be more than ~~nine (9)~~ **ten (10)** years old by model year.*

II. This ordinance shall take effect upon passage.